



**University Regulations and Resources (Graduate
and Postdoctoral Studies)**

Programs, Courses and University Regulations

2012-2013

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This publication provides guidance to prospects, applicants, students, faculty and staff.

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://banweb.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
- 8 . Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

Publication Information

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1 Regulations

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Regulations* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1 Categories of Students

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Categories of Students* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1.1 Full-Time Students

Full-time students are students with a registration status of full-time and paying full-time fees. Full-time master's, diploma, and certificate candidates must show a minimum of 12 credits per term on their record.

1.1.2 Half-Time Students (Thesis Programs)

In some departments, students are permitted to proceed toward a degree on a half-time basis, i.e., students are permitted to register half-time instead of full-time during sessions of residence.

It is expected that half-time students will spend 50% of their time in the department participating in coursework, seminars, discussions, etc., with staff and full-time students. Half-time students are reminded that they must complete the degree within the time limitation imposed by Graduate and Postdoctoral Studies, and that if they choose to be half-time they must: a) be so for an even number of half-time terms (i.e., two half-time terms equal one full-time term) and b) fulfil the minimum residence requirement in their program.

1.1.3 Part-Time Students

Certain degree programs can be followed on a part-time basis (e.g., M.Ed., M.Eng. Non-Thesis option, M.B.A., M.S.W. Non-Thesis option, and S.T.M.). Students in non-thesis programs (including the C.A. program) as well as Special, Visiting and Qualifying, Certificate and Diploma students, **not taking at least 12 credits per term**, are considered to be part-time. Students may, in some departments, proceed toward the degree on a part-time basis.

Part-time students are reminded that they must complete the degree within the time limitation imposed by Graduate and Postdoctoral Studies.

Part-time students who do not take any courses or drop all courses, during any semester, automatically become non-resident students and are charged fees accordingly.

In cases of part-time and transfer students, all coursework might not be completed during the residency. It must therefore be completed during one or more additional terms (Non-Thesis Extension). Fees are charged accordingly.

1.1.4 Additional Session (Thesis Programs) and Non-Thesis Extension (Non-Thesis Programs) Students

Students in Additional Session or Non-Thesis Extension are students with a registration status of Additional Session (thesis programs) or Non-Thesis Extension (non-thesis programs) and paying fees accordingly. The following are such students:

1. Graduate students who have completed the residency requirements in a master's program.
2. Graduate students who have completed 8 full-time semesters in a doctoral program (when admitted to Ph.D. 1).
3. Graduate students who have completed 6 full-time semesters in a doctoral program (when admitted to Ph.D. 2).

In the doctoral program, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program. It is expected that, at this stage, all the coursework and comprehensive examinations will have been completed and the student will be engaged in thesis preparation.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as Non-Thesis Extension students and pay fees accordingly. For example, a student who has registered for a last course such as a project but has not completed it, must register as Non-Thesis Extension status until graduation. Students in a Non-Thesis Extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

1.1.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial thesis submission deadlines will automatically be registered in "Thesis Evaluation" status for all subsequent terms until the term of the final e-thesis submission. Students in thesis programs whose initial thesis and final e-thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered:

- to be registered at the University in a full-time status.
- to be eligible for University services.
- to be eligible for funding.
- to be eligible for a T2202 tax slip crediting the months for which they are registered and any ancillary fees charged.

If you are in "Thesis Evaluation" status, you are not permitted to register for courses.

1.1.6 Qualifying Students

Students admitted to a Qualifying program are known as Qualifying Students for a Master's. They must meet the minimum entrance requirements of Graduate and Postdoctoral Studies. The courses taken during a Qualifying year will not be credited toward a degree program. Students are registered in graduate studies but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester of undergraduate courses as specified by the department. Only one Qualifying year is permitted.

1.1.7 Special Students

Students who meet the minimum entrance requirements of Graduate and Postdoctoral Studies and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

If graduate Special Students subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as Special Students. They must apply every year.

Students who wish to take undergraduate courses only must apply as Special Students in the undergraduate faculty concerned, even if they already hold degrees.

1.1.8 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit toward that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained on Quebec Inter-University Transfer forms. These forms are available online at www.mcgill.ca/students/transferecredit/current/iut. McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. McGill University and *Université de Montréal* participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

As a rule, graduate students should not register for courses through Inter-University Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

1.1.9 Graduate Research Trainee

Eligibility

If you are enrolled in a graduate program at another university and would like to attend McGill for a limited period of time (up to 12 months*) to conduct research only, you must apply as a Graduate Research Trainee. Research trainees are not permitted to register for courses.

This category of registration is for students registered in graduate programs in other universities to conduct PART of their thesis research at McGill under the supervision of a McGill professor. The purpose of the training period at McGill must be described. Acceptable reasons include: the student is engaged in collaborative projects between professor(s) at McGill and the student's sponsoring Institution; the student wishes to take advantage of specific expertise, academic resources or technical capabilities at McGill to enhance the thesis research being conducted at the sponsoring Institution; the student is spending a stage at McGill under a specific *Memorandum of Understanding* between McGill and the sponsoring Institution; the student's thesis supervisor has relocated to McGill, but the student remains registered at the former Institution to complete his/her graduate degree. The category of Graduate Research Trainee cannot be used to conduct the majority of thesis research at McGill under the supervision of a McGill professor.

* extensions may be granted under exceptional cases with prior consultation and approval by Graduate and Postdoctoral Studies.

Conditions

Students applying to be a graduate research trainee:

- must be registered in a graduate degree program at another university;

- must have permission from the sponsoring Institution (include letter of permission);
- must have the approval of a McGill professor and graduate program to supervise the research;
- must apply for admission at the beginning of the academic year [i.e., for Fall admission each year - if you begin a 12-month research visit in the Winter term (January) you must apply to be admitted again for the following Fall term (September); if a student splits the time spent at McGill into multiple stages, he/she may need to reapply for the appropriate academic terms.];
- must include copies of official transcripts, as part of the application package;
- must demonstrate adequate proficiency in English to function in the University environment, including any required safety training and understanding of policies and procedures. Assessment of written and verbal language skills is the responsibility of the supervising professor; Graduate and Postdoctoral Studies does not require official proof of English competency for research trainees;
- are not charged fees for any term of registration including Summer;
- are not charged any Student Service or Ancillary fees and thus do not have access to these services. Membership to athletics services may be purchased. Graduate Research Trainees do have access to McGill libraries, email, and required training in research ethics and safety;
- must arrange for basic health insurance coverage prior to arrival at McGill and may be required to provide proof of coverage.

(www.mcgill.ca/gradapplicants/apply/process/visiting)

1.1.10 Non-Resident Status

(may be granted to students in **residence** terms **only**)



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

1. Departments, with the approval of Graduate and Postdoctoral Studies, may permit or require candidates to spend one session at another institution; it is understood that this session must be one of full-time work, and that the institution selected must be able to provide expert supervision and facilities for research appropriate to the candidate, in the field selected.

Permission to spend a required year of residence at another university must be obtained **before** the beginning of the session in which the student will be absent. A program of the work projected and particulars of the institution selected must be sent, accompanied by a letter from the Chair of the department, to GPS for approval. Permission is only granted to students who have already completed one full session at McGill.

The student will be required to register and pay the normal full-time McGill tuition fee less any tuition fee payable to the host institution. Other student-related fees are not levied and the ID card is not validated.

Students participating in a formal exchange program must register and pay full-time tuition including other student-related fees. The ID card is not validated.

2. Students who wish to take a leave (such as for work purposes) from the University for a maximum period of one year **before returning to complete their residence requirements** must first obtain permission to do so both from their department and GPS.

The student **must register as a non-resident student**, and pay the non-resident fee. Student Services fees are not levied and the ID card is not validated. Students can only be non-residents for a maximum of one year. The non-resident fee is \$100 per term.

(www.mcgill.ca/gps/staff/registration)

1.1.11 Leave of Absence Status



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

A leave of absence may be granted by Graduate and Postdoctoral Studies for maternity or parenting reasons or for health reasons (see [section 2.5: Health and Parental/Familial Leave of Absence Policy](#)). Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students and Postdocs must make a request for such a leave in writing to their department and submit a medical certificate justifying the leave. The department shall forward the request to GPS. See procedure in [section 2.5: Health and Parental/Familial Leave of Absence Policy](#).

Students and Postdocs who have been granted such a leave will have to register for the term(s) in question and their registration will show as “leave of absence” on their record. No tuition fees will be charged for the duration of the authorized leave. Research supervisors are not obligated to remunerate students and Postdocs on leave. A student on leave of absence during the Fall term must register for an active term of study in the Winter term (at least) in order to apply for graduation. A student on leave of absence during the Winter and/or Summer terms must register for an active term of study in the Fall term (at least) in order to apply for graduation. GPS has prepared a summary table of various leave policies (paid or unpaid) for students and postdocs paid from the Federal and Quebec Councils through fellowships or research grants. The document is available at www.mcgill.ca/gps/postdocs/becoming/leave under “Information on the Funding Council Leave Policies for Graduate Students and Postdoctoral Fellows.”

(www.mcgill.ca/gps/staff/registration)

1.1.12 Medical Residents

Residents and fellows on staff of teaching hospitals associated with the University are included in Graduate and Postdoctoral Studies statistics. They must apply for admission to be Special Students or for admission to a degree program, a graduate diploma or certificate.

1.1.13 McGill Staff as Graduate Students

Members of the teaching staff of the University up to and including the rank of lecturer may enrol as candidates for a degree, diploma or certificate. If their teaching duties are designated as full-time, they may only enrol as half-time students.

Professorial members of the academic staff may not enrol in graduate degree and diploma programs. This rule shall apply also to any persons who have been on the professorial staff within the previous 12 months, unless they resign completely from their positions at McGill.

Should persons registered in graduate studies be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted a leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to Graduate and Postdoctoral Studies to enter graduate programs in academic units other than their own. GPS may grant permission if it is satisfied that the applicant's teaching unit and proposed unit for graduate study are sufficiently remote that conflict of interest situations will not arise. Permission must be granted before any courses are taken toward the proposed degree.

1.1.14 Quebec Inter-University Transfer Agreement: McGill Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, **credits** per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/transferecredit/current/iut. You may find additional information posted on your faculty website.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the course that was approved. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.

1.1.15 Quebec Inter-University Transfer Agreement: Visiting IUT Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at www.mcgill.ca/students/transferecredit/current/iut. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the course that was approved. At McGill, you have to register on Minerva (www.mcgill.ca/minerva). You will be informed via email of the necessary registration steps once your application has been approved. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

McGill will automatically submit your grades for any completed courses to your home university.



Note for Continuing Studies: If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > : In-Person Registration*).

1.2 Registration

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Registration* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.2.1 Registration for Fall and Winter Terms (Including Additional Session and Non-Thesis Extension Students)

All returning and new graduate students must register online at www.mcgill.ca/minerva after completing a Minerva Course Selection Form and obtaining departmental approval.

Courses may be added until the end of the course change period without penalty.

Returning Students:

Returning students register via [Minerva](http://www.mcgill.ca/minerva) between Tuesday, March 27, 2012 and Tuesday, August 14, 2012.

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will, however, be charged a late registration fee. **To avoid the late registration fee, students must access www.mcgill.ca/minerva and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2334) and Winter (CRN 2262) terms.**

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

Newly-Admitted Students:

New students entering in September 2012 register on Minerva between Tuesday, July 10, 2012 and Tuesday, August 14, 2012.

Students will be charged a late registration fee during the late registration period. **To avoid the late registration fee students must access www.mcgill.ca/minerva and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2334) and Winter (CRN 2262) terms.**

New students entering in January 2013 register on Minerva between Tuesday, December 4, 2012 and Monday, January 7, 2013.

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will, however, be charged a late registration fee. **To avoid the late registration fee students must access www.mcgill.ca/minerva and register for REGN RCGR (the Registration Confirmation course) in the Winter (CRN 2262) term.** Students must register (and pay fees) annually up to and including the term of graduation. Outstanding tuition fees must be paid **before** graduation. A graduate student registered in the Winter term who graduates in February will have their Winter registration and fees cancelled at the end of February.

1.2.2 Fee Policies Related to Registration

Refer to *Programs, Courses and University Regulations > University Regulations and Resources > Graduate > section 5: Fees*; particular attention should be paid to *section 5.8: Fees and Withdrawal from the University* and *section 5.9: Other Policies Related to Fees: Overdue Accounts*.

1.2.3 Summer Registration



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

Detailed Summer registration information will be available in the middle of March in individual departments and at www.mcgill.ca/gps/students/registration.

Course Registration

Students taking summer courses register within Graduate and Postdoctoral Studies deadlines on Minerva at www.mcgill.ca/minerva.

Summer Term of Residence

Students in thesis programs who wish to register for a Summer term **to count as part of their residence requirements** must advise their department in March and complete the appropriate Summer Registration Form in April. Newly-admitted students beginning their graduate thesis program in a Summer Term of Residence can get a 100% refund (less \$200 minimum or registration deposit if applicable) up to and including the May 15th withdrawal date. Students in thesis programs, who at the end of the Winter term are continuing in their programs, are expected to devote the summer to research and are considered "Continuing Students."

1.2.4 Courses Taken in the School of Continuing Studies



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the School of Continuing Studies (SCS) directly on Minerva. Please see www.mcgill.ca/importantdates for deadlines.

Non-credit general interest or languages courses cannot be added directly by the student. Students may register for these courses in person at the SCS, where the course(s) will be added to their record as “**Extra**” to their program and course fees will be charged.

Summer courses offered through the SCS cannot be added directly by the student. To add these courses, students must bring a copy of their approved Minerva Course Selection Form to Graduate and Postdoctoral Studies where, subject to space availability and program controls, the course(s) will be added to their record. To register for courses offered through the SCS, students must be registered in their graduate studies program. All courses taken at SCS must be completed unless the course has been dropped on Minerva according to SCS course drop/withdrawal deadlines. **GPS reserves the right to place limitations on the number of SCS courses taken for any one program. Approval from GPS must be obtained prior to registration.**

1.2.5 Courses Taken as Extra to a Program

Courses are offered through the McGill Writing Centre for graduate students whose first language is not English, and some writing courses are offered in other units. These courses cannot be counted toward the requirements of a graduate program.

The courses are:

CESL 500 ESL: RESEARCH ESSAY AND RHETORIC (3) (3 hours) (Formerly ESLN 500.) (Prerequisite: CESL 400 or ESLN 400 or placement test.) (Restriction: Not open to students who have taken CEAP 250 or EAPR 250 or EFRL 250 or ESLN 500.) (Open only to students in degree programs.) For the near-native speaker of English. Principles and use of academic research, genres, rhetorical strategies, and editing skills.

CESL 640 FUNDAMENTALS OF ACADEMIC WRITING FOR GRADUATE STUDENTS (3) (Formerly ESLN 640.) (Prerequisite: Placement test.) (Restrictions: Open only to graduate students in degree programs for whom English is a second language. Not open to students who have taken ESLN 590 or ESLN 640 or ESLN 690 except with permission of the instructor.) (This course cannot be counted towards course requirements of any graduate program.) Focus is on structuring an academic essay and expressing complex ideas. Multiple drafts. Independent learning strategies for academic reading, critical thinking, vocabulary building, and self-editing. Review of writing mechanics.

CESL 650 PRONUNCIATION & COMMUNICATION (3) (3 hours) (Formerly ESLN 650.) (Restrictions: Open only to graduate students in degree programs for whom English is a second language. Not open to students who have taken ESLN 550 or ESLN 650.) (This course cannot be counted towards course requirements of any graduate program.) Focus on developing pronunciation and communication skills, including aspects of pronunciation that most affect intelligibility, and with verbal and non-verbal techniques for effective presentations.

CESL 660 PRONUNCIATION: INDEPENDENT STUDY (0) (Formerly ESLN 660.) (Prerequisite: CESL 650 or ESLN 650.) (Restrictions: Open only to graduate students in degree programs for whom English is a second language. Not open to students who have taken ESLN 660.) Oral practice in a language lab using authentic materials specific to students' field of study.

CESL 690 WRITING FOR GRADUATE STUDENTS (3) (Formerly ESLN 690.) (Restrictions: Open only to graduate students in degree programs for whom English is a second language and who are at the thesis/dissertation writing stage, except with permission of the instructor. Not open to students who have taken ESLN 590 or ESLN 690.) (This course cannot be counted towards course requirements of any graduate program.) Audience, purpose, organization, and style of graduate-level academic writing. Mechanics. Editing. Textual analysis. Critical thinking. Genres: problem-solution, general-specific, process description, data commentary, article summary/critique. Student work-in-progress. ESL diagnosis-correction. Multiple drafts. Extensive feedback including audio-taped commentary and individual conferences.

EDEC 645 SCIENCE WRITING AND PUBLISHING (3) (Restriction: Limited to senior graduate students - Ph.D. 2 and above.) Techniques for writing reader-sensitive scientific articles and grant applications, including how to express abstract ideas.

REDM 610 WRITING SCIENCE ARTICLES 1 (3) (Prerequisite: Permission of instructor.) (Restrictions: Restricted to graduate students in the Faculty of Science; graduate students from other faculties considered, space permitting. Enrolment is limited to 12 students. The language of instruction is English and it is not intended as an ESL course. Course is graded pass/fail.) Principles and techniques for clear scientific writing with an emphasis on how to transform complex ideas into direct and precise ones by explaining research to peers and writing for interdisciplinary audiences.

REDM 710 WRITING SCIENCE ARTICLES 2 (3) (Prerequisite: Permission of instructor.) (Restrictions: Restricted to Ph.D. students in the Faculty of Science; M.Sc. students from the Faculty of Science and Ph.D. students from other faculties considered, space permitting. Enrolment is limited to 12 students. The language of instruction is English and it is not intended as an ESL course. Course is graded pass/fail.) Skills for writing and publishing scientific articles, including peer-reviewed manuscripts and short, critical reviews of published articles. Topics include techniques for developing logical arguments and writing publishable manuscripts.

1.2.6 Registration for Two Degree Programs Concurrently



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

No student may register in two degree programs or in two departments or faculties or two institutions concurrently without special permission granted by Graduate and Postdoctoral Studies. Students are advised that permission is never granted to attempt two **full-time** programs concurrently. Letters of recommendation, including details of the proportions of time that the student intends to allot to each program, must be received from the Chair of each

department concerned. Each year, a progress report must be submitted from the two departments concerned to GPS before a student in this category will be permitted to register.

1.2.7 Time Limitation

Candidates for master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued strictly on a less than full-time basis, it must be completed within five years of initial registration.

In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. A graduate application must be submitted by stated deadlines and readmission fees will apply. The final decision rests with GPS.

By annual registration, **all** doctoral candidates may maintain their connection with the University **for four years** after completing their residence requirements.

The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.

Council of the FGSR - February 2, 1996

1.2.8 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see [section 1.14: Failure Policy](#).

Any student who withdraws from the University **must complete a Withdrawal Form** available at www.mcgill.ca/gps/students/registration/. Fees will then be refunded according to the conditions outlined in [section 1.5: Course Change Period](#) and in [section 1.7: Regulations Concerning Course Withdrawal](#).

1.2.9 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will be assessed a late registration fee as listed below:

Returning Students: You may register late from Wednesday, August 15 until and including Tuesday, September 18 with the payment of a late registration fee of \$125 (\$62.50 for Special Students).

New, Readmitted, and Returning Students (Fall): You may register late via Minerva from Wednesday, August 15 until Tuesday, September 18 with the payment of a late registration fee of \$125 (\$62.50 for Special Students).

New and Readmitted Students (Winter): You may register late via Minerva from Tuesday, January 8, 2013, until Tuesday, January 22, 2013, with the payment of a late registration fee of \$125 (\$62.50 for Special Students).

Special Late Registration: If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

1.3 Course Information and Regulations

Students are advised to also refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > : Registration* and : *Student Records*.

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at www.mcgill.ca/students/courses for the most up-to-date information on courses to be offered in 2012–2013.

Not all courses listed are offered every year.

1.3.1 Course Information and Regulations: Class Schedule

Revision, July 2012. Start of revision.

[Class Schedule](#) for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising. The Summer term schedule is normally published in early February. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

Once you have selected some courses from the Class Schedule, try [Visual Schedule Builder](#) (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Revision, July 2012. End of revision.

1.3.2 Course Numbering

Each McGill course is assigned a unique seven-character course “number.”

The first four characters (Subject Code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found at www.mcgill.ca/students/records/transcripts/key in the section *Grading and pre-2002 course numbering*.

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs, courses at the 300 and 400 levels are normally taken in the student’s last two years.
- Courses at the 500 level are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700 levels are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.

1.3.3 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses or it is preferable that the work to be done is carried out over two, or three, terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight is equivalent in all modes, the only difference being the scheduling, and students cannot obtain credit for more than one version.

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2012 and Winter 2013.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). Students must register for the same section of both the N1 and N2 components. No credit will be given unless both components (N1 and N2) are successfully completed within a twelve (12) month period.

Courses with numbers ending in J1, J2 and J3 are taught over three consecutive terms. Students must register for the same section of all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you select a multi-term course, you are making a commitment to that course for its entirety. You **MUST** register in the same section in all terms of a multi-term course. Credit will be jeopardized if you deliberately register in different sections of a multi-term course.

In exceptional cases, when circumstances are beyond the student's control, the Faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing citing your reason for the request. The request must also have the written support of the instructors of the sections involved and of the coordinator of the course (if applicable). Your request must be submitted to:

- Arts students – Associate Dean, Student Affairs
- Science and B.A. & Sc. students – Director of Advising Services, Science

Important Conditions for Multi-term Courses

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.
2. Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no credit is given for partial completion.

1.3.4 Course Terminology

Prerequisite: Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

Corequisite: Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Student Records > : Credit System*.

1.3.4.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate), unless the student receives exemptions. Students have no choices among required courses.

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

Elective Courses: Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and GPS.

1.4 Summer Studies

Detailed information about summer registration is available as of March 2013 at www.mcgill.ca/gps/students/registration.

Graduate courses are available in some subject areas during the summer and the Class Schedule, available at www.mcgill.ca/students/courses, should be consulted for a complete listing of undergraduate and graduate-level courses.

Students doing graduate work in Education are strongly advised to enrol in summer studies and many programs can only be completed by participation in summer studies.

Registration for courses for graduate students takes place via [Minerva](#) for the Summer session. It is the responsibility of the student to register for courses within the deadlines, after completing a Minerva Course Selection Form and obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for "summer studies" should not be confused with summer registration in a graduate program. For more information, see [section 1.2.3: Summer Registration](#).**

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses must complete and submit to Enrolment Services an approved "Add Undergraduate Course Form" available at www.mcgill.ca/gps/students/registration, and the course will be added by Enrolment Services if there is space available in the course.

Please consult the Class Schedule for specific information on course dates and times, available at www.mcgill.ca/students/courses.

1.5 Course Change Period

You may make changes to your course registrations (add or drop courses), subject to the requirements and restrictions of your program and individual courses from the opening date of registration until the end of the Course Change period. The Course Change deadline coincides with the deadline for late registration. See www.mcgill.ca/importantdates.

If you are registered in the Fall term, you may add and drop Winter term courses throughout the Fall term until the Winter term deadline for course change/late registration.

After the Course Change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be charged for each course you add.



Note for Graduate and Postdoctoral Studies: After the Course Change deadline, you may add courses exceptionally only with written permission of the instructor and your department, and the approval of Enrolment Services.

1.6 Auditing of Courses

McGill does not permit auditing of courses.



Note for Continuing Studies: You can register for a Continuing Studies course and opt to have it "non-evaluated."

1.7 Regulations Concerning Course Withdrawal

After the Course Change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W, and receive a full refund of course fees.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

1.7.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 25, 2012

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, October 16, 2012
- Multi-term courses that begin in Fall term: Tuesday, January 22, 2013

1.7.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, January 29, 2013

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, February 19, 2013
- Multi-term courses that begin in Winter term: Wednesday, May 15, 2013*

* Note that if you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term Course Change period by contacting your Faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your Faculty Student Affairs Office.



Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your Faculty Student Affairs Office. Additional restrictions for Music courses are indicated in *Programs, Courses and University Regulations > Faculties & Schools > Schulich School of Music*.
2. It is solely your responsibility to initiate a course withdrawal on Minerva. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the Course Change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 5.8: Fees and Withdrawal from the University](#).



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at the *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.8 Regulations Concerning University Withdrawal

If you are considering withdrawing from the University, you are strongly encouraged to consult with your adviser and your Student Affairs Office (www.mcgill.ca/students/advising/advisordirectory) before making a final decision.

1.8.1 Student's Responsibility

It is solely your responsibility to initiate University withdrawal by submitting a form or writing to your Student Affairs Office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you dropped or withdrew from all courses is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at *Service Point* (3415 McTavish). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for Graduate and Postdoctoral Studies: The date the request for withdrawal is submitted is the official date of withdrawal.

1.8.2 Regulations Concerning University Withdrawal: Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at www.mcgill.ca/importantdates. If you drop or withdraw from your last Fall or Winter course by the end of the add/drop period of that term, you are withdrawn from the University. To return to your studies, you must follow the procedures for readmission. For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Registration > : Readmission*.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on Minerva (www.mcgill.ca/minerva).

1.8.2.1 Fall Term:

Deadline for University withdrawal with refund (minus \$200 for returning and the registration deposit for new students): Tuesday, September 25, 2012

Deadline for University withdrawal without refund: Tuesday, October 16, 2012

1.8.2.2 Winter Term:

Deadline for University withdrawal with refund (minus \$200 for returning and the registration deposit for new students): Tuesday, January 29, 2013

Deadline for University withdrawal without refund: Tuesday, February 19, 2013

If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed **the deadline for University withdrawal**.



Note for the Faculty of Agricultural and Environmental Sciences: If you wish to withdraw after the deadlines indicated above, please contact the Faculty Adviser in the Student Affairs Office for further information.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for the Faculties of Education, Management, and Music: If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. You should contact your Student Affairs Office (www.mcgill.ca/students/advising/advisordirectory) for further information.



Note for Graduate and Postdoctoral Studies: A Withdrawal Form is required by the withdrawal deadlines and is available at www.mcgill.ca/students/records/forms.

1.8.3 Regulations Concerning University Withdrawal: Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 5.8: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 1.31: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are considered to be withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.



Note: If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See *University Regulations and Resources > Undergraduate > Registration > : Readmission* for more information.

1.9 Grading and Grade Point Averages (GPA)

Classification of Grades:

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.



Note for Graduate and Postdoctoral Studies: Class averages do not appear on transcripts for graduate courses. In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

Grades A through B- represent satisfactory passes, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students must obtain grades of B- or better in courses used to fulfil program requirements.

Grading and Grade Point Averages (GPA)		
Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%

The University assigns grade points to letter grades according to the table above. Your academic standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.



Note for Graduate and Postdoctoral Studies: If you change levels, e.g., from master's to doctoral, the CGPA starts again.

This policy took effect in January 2003. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of F or J continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination.

Other Grades:

IP — in progress; (Master's Thesis Courses Only)

P — pass; Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not calculated in TGPA or CGPA.

HH — to be continued; the use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.

J — unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.

K — incomplete; deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (Need a K contract signed.)

KF — incomplete/failed; failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement; calculated as a failure in TGPA and CGPA.

KK — completion requirement waived. Not calculated in TGPA or CGPA. This is used in exceptional cases only, with the approval of the Assistant Registrar, Records. Not calculated in TGPA or CGPA.

KE or K* — further extension granted with the approval of the Assistant Registrar, Records (maximum two years.) (Need a K contract signed.)

L — deferred; for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. Deferrals will not be granted for reasons such as early plane bookings. The "L" grade must be cleared as soon as possible (maximum four months). A dated medical certificate or appropriate document recommending a deferral must be submitted to [Service Point](#) with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned. By commencing to write any examination, the student waives the right to plead medical causes for deferral or permission to write a supplemental examination, unless the medical problem occurs in the course of the examination and is documented by examination authorities.

LE or L* — further deferral; permitted to defer examination for more than the normal period.

NA or && — grade not yet available.

Other Grades:

NR — *no grade reported* by the instructor (recorded by the Registrar).

Q — course continued in next term (applicable only to courses taken pre-Fall 2002).

Satisfactory/Unsatisfactory — *Not used for graduate students.*

W — **withdrew with approval**; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.

WF — **withdrew failing**; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music and graduate students.)

WL — faculty permission to withdraw from a deferred examination (approved by the Assistant Registrar, Records); not calculated in TGPA or CGPA.

W-- or -- — **no grade**; student withdrew from the University, not calculated in TGPA or CGPA.

1.10 Grading and Grade Point Averages (GPA): Unexcused Absences

All students who miss a final exam are given a J grade. You then have the following options:

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam.
The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.
2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.



Note for Engineering: Option 1 is not available to students in the Faculty of Engineering.

You must request option 1) no later than four months after the end of the examination period of the original course.

You must request option 2) by the faculty deadlines as indicated in *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Final Examinations: Deferred Examinations.*

You must request option 3) by the faculty deadlines as indicated at www.mcgill.ca/students/exams.

If you wish to appeal a J grade, you should write to your Associate Dean or Director.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for Graduate and Postdoctoral Studies: Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Assistant Registrar, Records.

1.11 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.13: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva (www.mcgill.ca/minerva) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your Graduate Program Director.

1.12 Verification of Student Records: Degree Evaluation

Degree Evaluation is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on Minerva under the *Student Records Menu* (www.mcgill.ca/minerva) you can review your progress within your current program. Also, if you are considering a program change, you can generate a "what-if" comparison of your academic record with the requirements of another program.

The presentation in the Degree Evaluation Report may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course "attribute" on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does NOT constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see www.mcgill.ca/students/courses/plan/evaluation.

1.13 Changes to Student Records after Normal Deadlines

1.13.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations).

1.13.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.13.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.13.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.13.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 1.13.2: Registrar Deadlines](#) have passed. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.13.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

1.13.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.26: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)

1.14 Failure Policy



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

Students who have failed one course required by their department while registered as a graduate student may automatically write one supplemental examination, if the departmental policy permits, or retake that course or substitute an equivalent course. For the purposes of this policy, “required course” (including a complementary course) includes either a course required by the student's program of study, or a course that has been designated by the department for an individual student's program of study. Students with any further failures in that course, including the supplemental, or a failure in any other course, will be required to withdraw from their program of study. When a student retakes a course, he/she is required to pay the fee charged for the course in question. Ph.D. students and master's students in thesis programs can also be required to withdraw from their program of study for documented lack of performance in research.

The failure policy does not pertain to the failure of comprehensive examinations, doctoral oral defenses, or thesis failures. In the case of a failed thesis or defense, the *Thesis Failure Policy*, detailed in the *Thesis Guidelines*, applies. In the case of a failed comprehensive examination, the *Ph.D. Comprehensives Policy* applies.

Senate, October 11, 2000.

Revised – GPS Council, February 10, 2003

Procedure to follow in cases of failure:

The procedure in cases of initial failure is as follows: the failing grade is to be recorded and a letter sent to Graduate and Postdoctoral Studies indicating that a supplemental examination is to be given under the *Failure Policy*. If the supplemental is passed, the second grade should be submitted. The same procedure applies for a recommendation of a retake or a substitution. In the event of a failure of a supplemental exam, the department should request, in writing, that the student withdraw (with a copy of said letter forwarded to GPS).

Similarly, in the event of a failure in a second course, a written request for withdrawal (copied to GPS) should be sent to the student.



Note: A student in a graduate program who has failed one course while being a Special Student in graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study. A student may not claim medical reasons for a course failure after the fact. In the case of an examination, a dated medical certificate or appropriate document recommending a deferral (see “Other Grades” in [section 1.9: Grading and Grade Point Averages \(GPA\)](#) > “L - deferred” and “LE or L* - further deferral”) must be submitted to Graduate and Postdoctoral Studies with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendation will not be considered if medical reasons are brought forth after a grade is submitted. Medical reasons declared after the fact will not be considered acceptable grounds of appeal of withdrawal under the *Failure Policy*.

1.15 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at www.mcgill.ca/conted/langprg and the French Language Centre at www.mcgill.ca/flc, and in the publications *Programs, Courses and University Regulations* > *Faculties & Schools* > [Summer Studies](#) and *Programs, Courses and University Regulations* > *Faculties & Schools* > [School of Continuing Studies](#). There are special language requirements for Faculty of Education students; see *Programs, Courses and University Regulations* > *Faculties & Schools* > [Faculty of Education](#).



Note for Continuing Studies: For English language programs, see *Programs, Courses and University Regulations* > *Faculties & Schools* > *School of Continuing Studies* > *Areas of Study* > *Languages* > : [The Language and Intercultural Communication Unit – English Language Programs](#).



Note for Graduate and Postdoctoral Studies: You should refer to *University Regulations and Resources* > *Graduate* > *Regulations* > *Registration* > [section 1.2.5: Courses Taken as Extra to a Program](#).

1.16 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy at [University Student Assessment Policy](#).

1.17 Regulations Concerning Theses

The thesis submission guidelines contain important information regarding procedures and deadlines. Students who are in the process of writing a thesis must consult these thesis submission guidelines in order to adhere to University regulations concerning the submission of a thesis. Thesis submission guidelines and all the forms required for thesis submission are posted on the web at www.mcgill.ca/gps/students/thesis/guidelines.

Forms and guidelines are updated as procedures change. Students should keep informed of these changes by referring to the website.

Dates of submission of theses, convocations, etc., are available at www.mcgill.ca/importantdates.

1.18 Graduation

In order to graduate, you must complete faculty and program requirements. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00.

Revision, June 2012. Start of revision.

You should contact your adviser (Music students should contact the Senior Student Adviser; graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see www.mcgill.ca/students/advising/advisordirectory.

Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits in order to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty section of this publication.

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your Faculty adviser for any conditions applicable to the McGill credits required toward your degree.

Graduate students should refer to *Programs, Courses and University Regulations > Faculties & Schools > Graduate > Program Requirements* for information on minimum residency requirements for graduate programs.

Revision, June 2012. End of revision.



Note for Continuing Studies: Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.18.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (www.mcgill.ca/minerva) to apply to graduate (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.18: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to www.mcgill.ca/students/graduation/applying.

Once you apply to graduate, you are authorizing the University to include your name in the Convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment Services at studentrecords@mcgill.ca by March 15 for Spring convocation, and September 15 for Fall convocation.

1.18.1.1 Deadlines:

- Fall term graduation (courses completed in December; transcript will indicate "Degree Granted" in February; Spring convocation): You must apply on Minerva by the end of November.
- Winter term graduation (courses completed in April; transcript will indicate "Degree Granted" in May; Spring convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August; transcript will indicate "Degree Granted" in October; Fall convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.



Note for Graduate and Postdoctoral Studies: If you miss one of these deadlines, you must follow the procedures at www.mcgill.ca/gps/students/nonthesis. The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to *Program Requirements > Master's Degrees*, found under each faculty's *Graduate* section in the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study.

1.18.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (www.mcgill.ca/minerva) during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See www.mcgill.ca/students/graduation/convocation for information regarding convocation ceremonies.

1.18.3 Replacing a Diploma

1.18.3.1 Required Documents

Replacing a lost diploma

You must provide a sworn affidavit from a notary, lawyer, or commissioner of oaths certifying that your original diploma was lost. The affidavit should include your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. You must clearly state your reason for requesting a replacement.

Replacing a damaged diploma or modifying your name

You must provide your original diploma. For name changes, enclose a photocopy of your of birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Also include a letter listing your full name, student number, address, phone number, and date of birth. You must state your reason for requesting a replacement diploma, and clearly indicate any changes you want made.

1.18.3.2 Making Your Request

There are two ways to submit a request:

1. Mail a written request to [Service Point](#), along with the required supporting documents, and a certified cheque or money order in the amount of CAD\$60 payable to McGill University.
2. Come to [Service Point](#) in person with the required documents. You can pay the replacement fee of CAD\$60 via debit card. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

1.18.3.3 Certified Copies and Translations

Enrolment Services will certify and translate copies of your diploma at no charge. To make a request, assemble the documents below and either apply in person at [Service Point](#) or submit your request by mail or email (servicepoint@mcgill.ca). For mail/email requests, please allow at least 5–7 working days of processing time plus appropriate mailing time.



Note: McGill provides only one original diploma per student.

Requesting certified copies of your diploma

McGill can provide you with certified copies of your diploma as required; simply provide us with, or attach to your email:

- a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible;
- for mail/email requests: a cover letter* bearing your signature, full name, student number (if available), address, phone number, and number of copies required.

* If originating from a McGill email account, a cover letter is not required.

Requesting a translation of your diploma

McGill can provide you with certified English or French translations of your diploma, as required.

For mail/email requests, please provide us with, or attach to your email:

- a cover letter* bearing your signature, full name, student number (if available), address, phone number, the degree to be translated, and number of copies required.

* If originating from a McGill email account, a cover letter is not required.

1.18.4 Dean's Honour List

Only graduate students who have completed their program within the University's time limitation for their program are considered for the Dean's Honour List designation.

The criteria for inclusion in the Dean's Honour List is as follows:

Master's Thesis Candidates:

Truly outstanding student recommended by the department.

1.19 Aegrotat Standing and Degree at McGill University

Aegrotat standing is awarded in rare cases where a student, based on serious medical or similar evidence, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied toward the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in good standing who have been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

1.20 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

In accordance with Quebec's *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program, and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

1. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries)
2. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport* (MELS)
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities)
4. The Association of Universities and Colleges of Canada
5. The Association of Registrars of Universities and Colleges of Canada and the *Conférence des recteurs et des principaux des universités du Québec*, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
6. The school(s) or college(s) that you attended
7. Students and alumni who have volunteered to speak with admitted students
8. Student Associations recognized by McGill University for the student category(ies) to which you belong
9. The McGill Alumni Association
10. Professional bodies or corporations (e.g., engineers, dentists)
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10, and 11, you must complete and submit an *Opposition Form*, available at Service Point (www.mcgill.ca/students/servicepoint).

1.21 Transcript of Academic Record: Unofficial Transcripts

If you require a copy of your student record, access Minerva (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 1.22: Transcript of Academic Record: Official Transcripts](#).

1.22 Transcript of Academic Record: Official Transcripts

Use Minerva (www.mcgill.ca/minerva) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*. For more information on transcripts, delivery method, and processing time, see www.mcgill.ca/students/records/transcripts.

Alumni who were registered or graduated prior to Fall 2002: Please visit the IT Knowledgebase (www.mcgill.ca/it) to view how your McGill ID & Minerva PIN has changed.

Alumni who were registered or graduated prior to 1972 (archived records): You are unable to submit a request in Minerva. Complete and sign a *Request for Release of Official Document* form located on: www.mcgill.ca/students/records/forms and submit the form to Service Point (www.mcgill.ca/students/records/contact).



Note: Proxy requests will be accepted only with written authorization.

1.23 Transcript of Academic Record: General Information

The University issues official transcripts free of charge and will mail them by regular mail to the address(es) indicated on the request made in *Minerva*. Alternatively, they may be picked up in person at *Service Point* in sealed envelopes.



Note: You cannot submit a transcript request in Minerva if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify your unofficial transcript in Minerva for any holds.

A McGill transcript includes all attempted work and final grades obtained in any and all programs. The University does **not** issue partial transcripts under any circumstances.

Requests are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archived transcripts (pre-1972), however, will take longer.

The University may not be held responsible for the loss or delay of transcripts in the mail.

Official transcripts are printed on secure paper that cannot be copied.

For more information on requesting official transcripts refer to: [section 1.22: Transcript of Academic Record: Official Transcripts](#).

1.24 Transcript of Academic Record: Course Numbering on the Transcript

Prior to September 2002, course numbers had seven-character designations beginning with a three-number code indicating the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at www.mcgill.ca/student/records/transcripts/key.

For information on our current course numbering, see *Programs, Courses and University Regulations* > *University Regulations and Resources* > *Undergraduate* > *Registration* > *Course Information and Regulations* > [section 1.3.2: Course Numbering](#).



Note for Continuing Studies: Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

1.25 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at www.mcgill.ca/students/srr/honest. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or at www.mcgill.ca/students/srr/publications.

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 16 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Handbook on Student Rights and Responsibilities*.

1.26 Legal Documents: Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require legal documents confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide, refer to: [section 1.27: Legal Documents: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is issued by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code, which can be found on your school report card or your CEGEP and/or university transcripts. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select *Student Menu* > *Student Accounts Menu* > *View your Tuition and Legal Status*.

1.27 Legal Documents: What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

Quebec and Canadian Out-of-Province Students

You have applied to McGill from another Quebec university

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- For your Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

You were born in Quebec

- Quebec **birth certificate** (Notes 1 and 5)
- Permanent Code Data Form (Notes 2 and 6)

You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 2 and 6)

You are a Quebec resident as defined by one of the other situations outlined by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 2 and 6)
- Attestation of Residency in Quebec Form (Note 6)
- **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
- Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
- Permanent Code Data Form (Notes 2 and 6)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Permanent Code Data Form (Notes 2 and 6)
- Study Permit issued by Immigration Canada (Note 4)



Note 1: You may alternatively provide your Quebec baptismal certificate if it was issued **prior to January 1, 1994**, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.



Note 2: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



Note 3: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292) document or with your Canadian Permanent Resident card (copy of both sides required). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



Note 4: If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.



Note 5: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birth place as being within the province of Quebec, as proof that you qualify for Quebec residency.



Note 6: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms.

1.27.1 Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS). These exemptions lower your fees to the Quebec rate of tuition. A list of categories and the required application form are available at www.mcgill.ca/legaldocuments.

1.28 Legal Documents: Has McGill Received Your Documents?

1.28.1 Quebec/Canadian/International Fees

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

- Check your tuition status on the Minerva (www.mcgill.ca/minerva) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see www.mcgill.ca/student-accounts.
- Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva. For more information, see the following website: www.mcgill.ca/student-accounts.

If you do not agree with your tuition status, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill will be unable to accept your requested changes, or to update your tuition status rate for that term.

1.28.2 Permanent Code

The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.27: Legal Documents: What Documents Does McGill Need from You?](#) or the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) has not yet confirmed that your documents are sufficient to create a Permanent Code.

1.29 Legal Documents: What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status is the last day of classes for the current term.

McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential to the use of many services on campus, and to take your final exams.

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered.

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

1.30 Legal Documents: Where Do I Send My Documents?

You must send in all your documents after you have been accepted to McGill but before the start of classes. **Do not send originals.** Email or mail clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to www.mcgill.ca/legaldocuments for further details.

By Email:

Follow these steps to submit your legal documents electronically.

1. Save the attached file in an accepted format.

Standard PDF (.pdf) – encrypted PDFs will not be accepted.

Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. **Ensure that the resolution used is at least 300 dpi (dots per inch)** for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.
3. **Address your email to legaldocumentation@mcgill.ca and attach your relevant scanned document(s)**. Attach the file(s) to your email; do not include the documents in the body of your email.
4. **Put your First Name, Last Name, and McGill ID number in the subject line of your email.**

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

Revision, July 2012. Start of revision.

By Mail or Courier:

McGill University
Enrolment Services
Student Records
Room MS-13
3415 McTavish St.
Montreal, QC H3A 0C8 CANADA

Revision, July 2012. End of revision.

In Person:

Service Point
3415 McTavish Street
Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:

Telephone: 514-398-7878
Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

1.30.1 For the School of Continuing Studies

By Mail or in Person:

McGill University
The School of Continuing Studies, Client Services Office
688 Sherbrooke Street West
11th Floor
Montreal, QC H3A 3R1

By Fax:

514-398-2650

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

1.31 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 1.27: Legal Documents: What Documents Does McGill Need from You?](#)).

ID cards will not be issued if any of your legal documents are missing.

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow at least three hours after you have registered before applying for your ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities, see www.mcgill.ca/security/services-0/access-control.

1.31.1 ID Card Schedule for the Downtown Campus:**Revision, July 2012. Start of revision.**

The locations and opening hours of ID card centres can be found on the Student Information website at www.mcgill.ca/students.

- **Quebec CEGEP students** can obtain their ID cards as of June 11, 2012.
- **Canadian and International students** can obtain their ID cards as of June 18, 2012.

Revision, July 2012. End of revision.**1.31.2 ID Card Schedule for the Macdonald Campus:**

Registered students can obtain an ID card from June 11, 2012.

Student Affairs Office, Room 106, Laird Hall

Office hours:

Monday through Friday – 9:00 a.m. to 4:00 p.m.

Friday throughout the summer – 9:00 a.m. to 3:00 p.m.

Closed for Monday, June 25, and Monday, July 2



Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the Client Services Office of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

1.32 Name: Legal Name

This is the name that will appear on your degree, diploma, or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

All students are registered under their legal name as it appears in one of the following documents:

1. Canadian birth certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

1.33 Name: Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and you will be able to add/modify this field.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors. Note that your legal name will continue to appear on your transcript and diploma.

You can request to have your preferred first name display as part of your McGill Email Address by submitting a change to Network and Communication Services via REGGIE (www.mcgill.ca/reggie). For more information, see www.mcgill.ca/students/records/address.

1.34 Name: Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (www.mcgill.ca/minerva). To do this, go to *Personal Menu* > *Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing.

Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.32: Name: Legal Name](#) and [section 1.33: Name: Preferred First Name](#)) in person at Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 1.32: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

1.35 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

Revision, July 2012. Start of revision.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see [section 12: For your Information Technology \(IT\) needs](#).

Revision, July 2012. End of revision.



Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

1.36 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva (www.mcgill.ca/minerva) under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.

1.37 Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

1.38 Proper Use of Computing Facilities

You must comply with the *Policy on the Responsible use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at www.mcgill.ca/secretariat/policies/informationtechnology.

1.39 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking.

1.40 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at www.mcgill.ca/studenthealth/forms or by calling the Student Health Service at 514-398-6017.

1.41 Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan. The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must pick up an International Health Insurance card from Service Point upon your arrival at McGill University.

Students who meet certain criteria may be eligible for an [exemption](#). If you believe you are eligible, you must submit an online exemption request on Minerva and present valid documentation proving eligibility to Service Point before the [deadline](#).

Service Point
3415 McTavish Street
Montreal, Quebec H3A 0C8

For enrolment procedures and details on the health insurance plan and information concerning rates, consult the website:
www.mcgill.ca/internationalstudents/health.

All inquiries related to this University policy must be directed to International Student Services:

International Health Insurance
Telephone: 514-398-6012
Email: international.health@mcgill.ca
Website: www.mcgill.ca/internationalstudents/health



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.42 Health Insurance – Canadian Residents

If you are a Canadian student from outside Quebec, you should check with your provincial medicare office to ensure that you have valid health coverage while studying at McGill.

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services (www.mcgill.ca/internationalstudents/health/canadian-non-resident). Please note that this option is available only during the first month of each new semester at McGill.

All undergraduate students who pay tuition fees at either the Canadian or Quebec rates and who are members of the Students' Society of McGill University (SSMU) or the Macdonald Campus Students' Society (MCSS) are automatically covered by their applicable Students' Society's Health and Dental Plans. For details on fees, change of coverage dates, and on what is covered by the plans, refer to www.ihaveaplan.ca. If you're not sure of your eligibility, contact the *Alliance pour la santé étudiante au Québec* (ASEQ) at 514-789-8775 or 1-866-795-4435, Monday to Friday, from 9 a.m. to 5 p.m. (www.aseq.com).



Note for Continuing Studies: As a Continuing Studies student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see [section 1.41: Health Insurance – International Students](#). In 2012–2013, the cost of this plan is \$401.45 (single coverage). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at www.ihaveaplan.ca/pgss.

1.43 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 4.2: Student Services – Downtown Campus](#) or (www.mcgill.ca/studenthealth/clinic) for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/feeling-sick for Macdonald campus.

1.44 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to www.mcgill.ca/minerva and log in. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Logins and Passwords**.

1.45 myMcGill

Revision, July 2012. Start of revision.

McGill's portal, myMcGill, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- Athletics
- Classroom A/V instructions
- Exchange (email)
- FAMIS
- Gateway (www.mcgill.ca)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab

To access myMcGill, click **McGill Quick Links**, available at the top of any McGill web page (e.g., www.mcgill.ca/students), and then click myMcGill, or go to <https://my.mcgill.ca>. Sign in with your McGill Username and McGill Password.

Revision, July 2012. End of revision.

1.46 Service Point

Service Point has brought together newly integrated, front-line Undergraduate and Graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown campus, Service Point will address a wide variety of students' needs.

Among the many services offered at Service Point for Undergraduate & Graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards & exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition & fees info
- pick-up of alternative U.S. Loans

Arts or Science students will also be able to inquire about:

- course & program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see www.mcgill.ca/students.

For more information about Service Point, see www.mcgill.ca/students/servicepoint.

Service Point Location

3415 McTavish Street (corner Sherbrooke)
Montreal, QC H3A 0C8

Opening hours: please refer to www.mcgill.ca/students/servicepoint

Telephone: 514-398-7878

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>.

Email for applicants/prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1>.

2 Guidelines and Policies

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Guidelines and Policies* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

2.1 Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision

The general guidelines suggested below are meant to encourage units to examine their graduate programs and to specify their own policies and procedures. These guidelines are directed primarily toward thesis programs but will, in part, be appropriate for non-thesis programs as well.

Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of procedures and deadlines (e.g., orientation sessions, handbooks) and mechanisms for addressing complaints. Academic units should ensure that their policies and procedures are consistent with the Charter of Students' Rights. For their part, graduate students are responsible for informing themselves of these policies and procedures.

1. Assignment of Advisers, Supervisors, and Committees

- i. Each unit should designate a member (or members) of the academic staff (usually the Graduate Program Director) to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, sources of and policies on financial support, and to advise them how to resolve problems which may arise during their program.
- ii. As soon as possible, students should have a supervisor who has competence in the student's proposed area of research, and a program or thesis committee. Although procedures and timetables for choosing supervisors and committees may vary across programs, they should be consistent within a particular program and should be made clear to incoming students. Thesis supervisors must be chosen from academic staff in tenure-track positions. Faculty Lecturers and Research Assistants may not act as supervisors but in exceptional cases, may be co-supervisors. Emeritus Professors and Adjunct Professors may co-supervise. Certain non-tenure track professors appointed in the Faculty of Medicine may be eligible to supervise or co-supervise graduate students with the approval of the unit and Graduate and Postdoctoral Studies. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

2. Program

- i. Early in their program, students should be informed of the phases through which they must pass toward the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations. The guidelines, criteria and procedures for comprehensive examinations must be explicit and consistently applied in each program. Academic units should consider the rationale for language and comprehensive examinations and how they relate to the objectives of the graduate program.
- iv. Every effort should be taken to ensure that students choose, as soon as possible, realistic and appropriate areas of research commensurate with degree requirements.
- v. **There must be clear procedures established in every unit by which students receive guidance and constructive criticism on their progress on a regular basis through the program (e.g., regular meetings and/or email communication with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress). In addition to regular meetings between the student and supervisor or advisory/thesis committee, each unit must establish a procedure to provide feedback to thesis students regarding their research progress. At least annually, there must be a meeting between the student, supervisor and advisory/thesis committee or, in the case where there is no such advisory/thesis committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research progress recorded and evaluated. A written record of such meetings must include the signature of the student, supervisor, and the advisory/thesis committee member or a departmental representative, and this record must be retained in the student's departmental file. (The Graduate Student Research Objectives Report Form, the Graduate Student Research Progress Record, and the Graduate Student Research Progress Report Form are to be utilized to keep a record of these meetings.) In the case where the student does not make expected progress, the advisory or thesis committee or, in the case where there is no such advisory or thesis committee, the student, supervisor and a departmental representative must meet at least once per semester for the subsequent twelve months to review progress and if appropriate to set new objectives. On the occasion of a second unsatisfactory progress report, the student may be required to withdraw from the program of study.**
- vi. Students should be made aware of the cost of living in Montreal and of sources of financial support (e.g., teaching or research assistantships, fellowships) and of the facilities available to them (e.g., study space, computers).
- vii. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews.

viii. Units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as international students or students who undertake graduate studies after a long absence from university.

3. Responsibilities

Each unit should clearly identify the student's supervisory needs at each phase and the means by which these needs will be met. Some functions will be fulfilled by the Chair, some by the Graduate Program Director, some by the supervisor and some by the committee. Each unit should clearly identify the specific responsibilities of each of these, as well as the responsibilities of students themselves.

i. Each unit should consider the availability of student support, research facilities, space, and availability of potential supervisors in determining the number of students admitted into the program.

ii. Some examples of the responsibilities of the Graduate Program Director are to be knowledgeable about program requirements, the composition of committees, the procedures for comprehensive and oral defense examinations, and other policies relating to graduate studies; to maintain a dossier on each student's progress; and to be sensitive to graduation deadlines and students' career plans.

iii. Some examples of the responsibilities of a supervisor are to uphold and to transmit to students the highest professional standards of research and/or scholarship; to provide guidance in all phases of the student's research; to meet with their students regularly; to provide prompt feedback when work is submitted including drafts of the thesis; and to clarify expectations regarding collaborative work, authorship, publication and conference presentations.

iv. Some examples of the responsibilities of the students are to inform themselves of program requirements and deadlines; to work within these deadlines; to communicate regularly with the supervisor and committee; and to submit progress reports to the supervisor and committee.

v. The Chair of the unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should involve a neutral mediator who will ensure that all sides of a dispute are heard before any decision is made.

4. Quality of Supervision and Teaching

i. Academic units and Graduate and Postdoctoral Studies should consider ways to assess and improve the quality of supervision and to help new supervisors, e.g., through workshops or mentoring models. Procedures for monitoring the quality of graduate student supervision and for providing constructive feedback for supervisors should be developed.

ii. Graduate supervision should be recognized as an integral part of the academic responsibility of an academic unit and should be considered in the allocation of workload, as should the teaching of graduate courses.

iii. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit pay awards.

iv. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.

v. Procedures should be established for ensuring continuity in supervision when a student is separated from a supervisor – for example, when the supervisor takes a sabbatical leave, retires from McGill or changes universities or when the student leaves to complete field work or takes a job before submitting a thesis.

Revised by Council of FGSR, April 23, 1999 and October 6, 2003

2.2 Policy on Graduate Student Research Progress Tracking

This is a new mandatory policy and procedure to track the research progress of graduate students. The policy is referred to in the amended [section 2.1: Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision](#) in bold font. Documents to record progress can be found on the GPS website: www.mcgill.ca/gps/staff/forms.

The following is a summary of the main elements of the new **mandatory** policy. The following steps must be followed for each graduate student in a thesis program:

1. Annually, the student must meet with, at minimum, their supervisor(s) and a departmental representative. This meeting can occur in the context of an annual thesis or advisory committee in those departments that have thesis committees
2. At the first such meeting (to be held shortly after thesis students begin their programs), written objectives/expectations for the year must be recorded on the first of the three forms, Form #1 (Graduate Student Research Objectives Report Form). All three people at the meeting must sign this form. A student who does not agree to sign the form must write a statement detailing his/her objections to the expectations recorded on the form.
3. Approximately one year later, and every year thereafter, the student, supervisor(s) and the departmental representative should meet again to review the progress that has been achieved toward the recorded objectives. Prior to the meeting, the student should record his/her accomplishments and progress for the year by completing Form #2 (Graduate Student Research Progress Record). This completed form is then evaluated by the supervisor and the departmental representative on Form #3 (Graduate Student Research Progress Report Form). All parties sign Form #3. A student who does not agree to sign the form must write a statement detailing his/her objections. At this same meeting, objectives for the following year should be recorded on Form #1, as per the procedure described in point 2, above.
4. In the event that recorded research progress is unsatisfactory, a new set of objectives should be developed for the student at the meeting, and recorded on Form #1. These new, or interim, objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in point 3, above.
5. In the event that a student has any two unsatisfactory evaluations they may be required to withdraw from their program of study. These two unsatisfactory evaluations need not be successive.
6. All forms are to be kept in departmental files.

7. Departments that already have progress tracking forms may continue to utilize them, but these must conform to the fundamental principles underlying this new policy. Specifically, any departmental procedure or forms to record graduate research progress must:
- be used **annually**;
 - be used in a meeting with the supervisor and one other departmental representative, and signed by all parties;
 - include a written statement of expectations approximately one year before any evaluation (Note: This can be one semester in the case of expectations following an unsatisfactory evaluation.);
 - permit the student to submit a minority report and not sign;
 - state clearly that any two unsatisfactory evaluations may be grounds for requiring a student to withdraw.

Please note this new University policy is **MANDATORY**. Students may grieve against a department that fails to adhere to the policy and procedures outlined above.

Senate, September 2003

2.3 Ph.D. Comprehensives Policy

Preamble

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy paper, comprehensive evaluation, thesis proposal, etc. The Graduate and Postdoctoral Studies *Programs, Courses and University Regulations* publication includes the following statement:

A comprehensive examination or its equivalent is usually held near the end of Ph.D. 2. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs.

It is recognized that expectations for the Ph.D. comprehensive will vary according to the needs of the discipline. It is important to make it clear to doctoral candidates what the expectations and procedures are for their Ph.D. comprehensive, and to maintain consistency within a given program.

1. General Policy

- At the beginning of the relevant academic year, units must provide doctoral students with a written description of the Ph.D. comprehensive, covering the following issues: objectives and content, format, timing, assessment, grading and reporting, failures. (See below for details.)
2. All units that have a Ph.D. comprehensive must adopt an administrative course number for it, usually XXXX 701. One of the following forms of grading must be adopted and used consistently within the program: Pass/Fail or letter grades. ("Mixed" modes of grading are not permitted, i.e., some students within a program reported on a Pass/Fail basis and others by means of letter grades.)

Specific Issues

Objectives and Content

Units must specify the objectives of the Ph.D. comprehensive. Objectives may include assessing any of the following (or a combination), with a view to determining whether the student demonstrates the necessary research skills and academic achievements to be permitted to continue in the Ph.D. program. (This list is not intended to be exhaustive.)

- knowledge of the discipline (from the point of view of breadth)
- understanding of the proposed field of research
- ability to conduct independent and original research
- a thesis proposal
- professional skills
- ability to present and defend material orally

The content of the comprehensive must be consistent with the objectives and should be appropriately circumscribed. Students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

Format

The format of the comprehensive must be clearly stated and must be consistent across students within a particular program. The following list gives some of the more common formats, which are often combined. (This list is not intended to be exhaustive.)

- written examination of a specific duration
- take-home examination
- extended research paper(s)
- written research proposal

- oral exam (which may include or consist of a defense of a research paper or research proposal)

If the comprehensive consists of several parts, the relationship (if any) between them must be made clear.

Timing

Timing of the comprehensive must be specified, including the earliest and latest dates by which the comprehensive is to be completed. Students must be informed of the specific dates of the exam in sufficient time for them to prepare for it.

Given the importance of the Ph.D. comprehensive and the consequences of failure, the exam should be held reasonably early in the program, so that students do not spend several years preparing for it.

Prerequisites must be specified. For example, clarify whether all coursework must have been completed prior to the comprehensive and whether the comprehensive is the final step before thesis research and writing.

Assessment, Grading and Reporting

Evaluation parameters must be made clear, including information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, clarify how the committee is appointed and who sits on it. In the case of written examinations, clarify whether the grading is done by one or more people.

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear how these components are factored into the final grade. For example, make it clear whether each component counts equally, whether the assessment is global, and whether failure on one part of the comprehensive examination (or on one question) results in an overall failure.

Feedback

The assessment and reasons for the decision must be documented and provided to the student in sufficient detail to allow the student to understand the decision, including identifying strengths and weaknesses. (A number of units have developed short forms specifically for this purpose.) In the case of oral examinations, the student should also be given feedback on presentation, logical exposition, ability to answer questions, etc.

In the case of oral exams, units may wish to consider the following: ensure that there is a reasonably detailed written assessment of the student's performance; tape the oral examination; allow the student to select a faculty member to act as a neutral observer; have one faculty member serve as a neutral chair (equivalent to a Pro-Dean); have an "outside" committee member; have the oral examination open to other students and faculty members.

Plagiarism

McGill University values academic integrity, which is fundamental to achieving our mission of the advancement of learning. Therefore, all students must understand the issues associated with **academic integrity** (see www.mcgill.ca/students/srr/honest for more information).

Plagiarism in a Ph.D. comprehensive examination contravenes McGill University's academic goals and standards. Consequently, any student found guilty of plagiarism under the Code of Student conduct and Disciplinary Procedures (see the *Handbook on Students Rights and Responsibilities* available at www.mcgill.ca/secretariat/policies/students) in a Ph.D. comprehensive examination may face very serious penalties, even expulsion from the University without the degree.

Failures

i. Repeats

In the event of a failure, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part). The first time a student fails, the student must be informed in writing by the department that he/she has failed the comprehensive and must be informed of conditions relating to a repeat of the examination. In such circumstances, the grade of HH (continuing) will be used. In the event of a second failure, the student will receive a grade of F and must withdraw from the Ph.D. program.

Conditions for retaking the examination must be clearly stated, including the time frame, potential dates, nature of the re-examination, committee membership, etc.

Units have the right to specify further requirements in the event of failure (e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive).

ii. Plagiarism

If plagiarism is suspected, the case will be referred directly to the committee on Student Discipline in accordance with the code of Student Conduct, Part III (article 15) and Part V (A). If plagiarism is established by due University process, the student is considered to have failed the examination, with no possibility of repeat.

iii. Review and Reassessment



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

Rereads. In the case of written comprehensives, the Graduate Studies Reread Policy applies.

A student who fails an oral examination may request a review. In such cases, Graduate and Postdoctoral Studies will conduct a review of the examination process and procedures.

Other Relevant Policies/Offices

Charter of Student Rights
Graduate Studies Reread Policy
Office for Students with Disabilities

Approved by Executive of Faculty of Graduate Studies and Research (FGSR) February 17, 1997 and Council of FGSR March 7, 1997

2.4 Graduate Studies Reread Policy



Note: As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

This policy applies only in the case of grades given for written work in 600- and 700-level courses. For 500-level courses and below, the reread policy of the appropriate undergraduate faculty applies.

Consultation

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, graduate students have the right, subject to reasonable administrative arrangements, “to consult any written submission for which they have received a grade and to discuss this submission with the examiner.” Upon request by the student, the instructor of the course is obliged to conduct this consultation with the student.

(Note: Where materials have been graded by a TA and the student wants a reconsideration of the grade, the faculty member responsible for the course is expected to review the materials and the appropriateness of the grade. This is so even if the materials in question have already been discussed by the TA with the student.)

Verification

In a case where a student feels that totalling errors have been made in arriving at the final grade, the student can request the instructor to carry out a detailed check that all questions have been graded and that the final grade has correctly been computed on the basis of the term work, final examination, etc.

Rereads

According to the Charter, students have the right, subject to reasonable administrative arrangements, “to an impartial and competent review of any mark” (hereafter “reread”).

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the grade, or made a reasonable attempt to do so. Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. Assignments can only be reread if, together, they account for more than 20% of the course grade.

The reread by a second reader is a review of the grade, not the work assigned. It is the second reader's task to determine whether the original grade is fair and reasonable, not to give the work a totally new assessment.

1. The time limit for requesting a reread is within 30 days after posting of the final grades for the course. However, in the case of work which has been graded during the course and returned to the student, students must indicate in writing to Graduate and Postdoctoral Studies within 5 working days of receiving the graded work their intention to request a reread. This intention must be confirmed within 30 days of the posting of the final grades for the course.

(Note: Material that is returned to a student **cannot be reread** unless arrangements have been made to ensure that the material has not been changed subsequent to the original grading; for example, the student can make a copy for the professor to retain either before handing the material in or immediately upon receiving it back from the instructor or at the point where the professor and student review the work together.

Instructors are strongly advised to write their corrections in red pen and to write comments which help the student to understand the grade assigned.)

2. The request for a formal reread must be made by the student in writing to Graduate and Postdoctoral Studies and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the grade or indicating why this has not been possible. The reread fee (\$35 for an exam, \$35 for a paper, \$35 for one or more assignments, to a maximum of \$105 per course) will be charged directly to the student's fee account after the result of the reread is received. No fee will be charged if there is a change upwards in the letter grade for the course.
3. Administration of the reread is handled by Graduate and Postdoctoral Studies, not by the department. GPS will contact the department to obtain the work to be reread, a list of potential readers, and details of the grading. The list of potential readers must be approved by the Department Chair or Graduate Program Director. The Chair or Director must, as well, vouch for the impartiality of these readers. All communication with the second reader is conducted by GPS.

The second reader is given the original assignment, with marginalia, corrections, summary comments and grade intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.

4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirement of the Charter of Students' Rights that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.
5. The second reader should support his or her assessment with a brief memorandum to Graduate and Postdoctoral Studies. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.

In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students in favour of the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.

6. The new grade resulting from the review will be communicated to the student in a letter from Graduate and Postdoctoral Studies, with a copy to the academic unit.

Prepared by the Committee on Graduate Programs, Supervision and Teaching

Approved by Council of the Faculty of Graduate Studies and Research, May 12th 1995

2.5 Health and Parental/Familial Leave of Absence Policy

A leave of absence may be granted for maternity or parenting (interpreted according to McGill's "Parental Leave Policy" for non-academic staff) reasons or for health reasons.

Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to Enrolment Services.

During a **leave of absence for parental or familial reasons**, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research work and will have free access to the University's academic facilities. Library services will continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath). In special circumstances, familial leave may be considered for a student when a close family member is ill.

During a **leave of absence for health reasons**, a student will not be eligible to request guidance on thesis and research work or to take courses. He/she will not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath).

A medical certificate must accompany such leave requests.

Council of FGSR, March 1999

Please refer to *Programs, Courses and University Regulations* > *University Regulations and Resources* > *Graduate* > *Regulations* > *Categories of Students* > [section 1.1.11: Leave of Absence Status](#) for information regarding registration of graduate students and Postdocs on such leaves.

Procedure:

All requests for a leave of absence for health reasons should be accompanied by the following:

- a duly completed *Leave of Absence/Non-Resident Request Form* available from www.mcgill.ca/gps/staff/registration;
- a written request from the student;
- a Minerva form to drop all courses for all relevant terms;
- a medical certificate.

To be acceptable, the medical certificate must contain at least the following items:

- the student's name, as well as complete contact information for the physician;
- a clear statement by the physician justifying the student's inability to perform his/her academic duties, with start and end dates;
- if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health conditions in question did not prevent the normal performance of academic duties at the beginning of the semester.

No retroactive requests for leave of absence will be considered.

It remains the student's responsibility to verify their administrative situation, in particular, as it pertains to term and course registration.

2.6 Failure Policy

Please refer to *Programs, Courses and University Regulations* > *University Regulations and Resources* > *Graduate* > *Regulations* > [section 1.14: Failure Policy](#) for information regarding the policy and procedures to follow in cases of failure.

2.7 Guideline on Hours of Work

In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week.

3 Research Policy and Guidelines, Patents, Postdocs, Associates, Trainees

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Research Policy and Guidelines, Patents, Postdocs, Associates, Trainees* section of this publication contains important details required by postdoctoral scholars during their studies at McGill and should be periodically consulted, along with other sections and related publications.

3.1 Policy on Research Ethics

Please refer to the Policy on Research Ethics available at www.mcgill.ca/secretariat/policies/research.

3.2 Regulations on Research Policy

Please refer to the regulations on Research Policy available at www.mcgill.ca/secretariat/policies/research.

3.3 Policy on Research Integrity

Please refer to the Policy on Research Integrity available at: www.mcgill.ca/research/about/integrity.

3.4 Guidelines for Research Involving Human Subjects

Please refer to the guidelines for research involving human subjects available at: www.mcgill.ca/research/researchers/compliance/human.

3.5 Guidelines for Research with Animal Subjects

Please refer to the guidelines for research involving animal subjects available at: www.mcgill.ca/research/researchers/compliance/animal.

3.6 Policy on Intellectual Property

Please refer to the Policy on Intellectual Property available at: www.mcgill.ca/research/researchers/ip.

3.7 Regulations Governing Conflicts of Interest

Please refer to the regulations governing conflicts of interest available at www.mcgill.ca/secretariat/policies/conflictinterest.

3.8 Safety in Field Work

Please refer to the policies on safety in field work available at www.mcgill.ca/ehs/safetycommittees/fieldworksafety.

3.9 Office of Sponsored Research

Please refer to the Office of Sponsored Research, available at: www.mcgill.ca/research/researchers.

3.10 Postdocs

Please see www.mcgill.ca/gps/postdocs.

3.11 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies. (www.mcgill.ca/apo/classifications/other/research-associate)

4 Student Services and Information

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

4.1 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available to you electronically at www.mcgill.ca/secretariat/policies/students.

To find out more about this topic, see: www.mcgill.ca/students/srr.

4.1.1 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community, and the broader local community.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: www.mcgill.ca/deanofstudents

4.1.2 Office of the Executive Director, Services for Students

Revision, June 2012. Start of revision.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

Revision, June 2012. End of revision.

For information, contact:

Telephone: 514-398-3825
Website: www.mcgill.ca/studentsservices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

4.2 Student Services – Downtown Campus

Unless otherwise indicated, all Student Services on the Downtown campus are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec, H3A 0G3.

A list of services available is given below. For further information, see the Student Services website: www.mcgill.ca/studentsservices.

Student Services:

Brown Student Services Building, suite 4100
3600 McTavish Street
Montreal, Quebec, H3A 0G3
General Information: 514-398-8238
Website: www.mcgill.ca/studentsservices

Career Planning Service (CaPS): Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Brown Student Services Building, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

Chaplaincy Service: Concerned with the spiritual and mental well-being of all students.

Brown Student Services Building, Suite 4400
Telephone: 514-398-4104
Email: chaplaincy@mcgill.ca
Website: www.mcgill.ca/students/chaplaincy

Counselling Service: Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

Brown Student Services Building, Suite 4200
Telephone: 514-398-3601
Email: counselling.service@mcgill.ca
Website: www.mcgill.ca/counselling

First Peoples' House: Fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: www.mcgill.ca/fph

First-Year Office: Helps ease the transition of all students new to McGill. Coordinates "Discover McGill," a one-day, campus-wide University and faculty orientation.

Brown Student Services Building, Suite 2100
Telephone: 514-398-6913
Email: firstyear@mcgill.ca
Website: www.mcgill.ca/firstyear

Health Services and Dental Clinic: Provides access to experienced physicians, nurses, and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Student Services Building, Suite 3300
Telephone: 514-398-6017
Website: www.mcgill.ca/studenthealth

International Student Services: Offers support to international students on non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Student Services Building, Suite 3215
Telephone: 514-398-4349
Email: international.students@mcgill.ca
Website: www.mcgill.ca/internationalstudents

Mental Health Service: A psychiatric clinic that offers easily accessible treatment for mental health problems.

Brown Student Services Building, Suite 5500
Telephone: 514-398-6019
Website: www.mcgill.ca/mentalhealth

Revision, May 2012. Start of revision.

Office for Students with Disabilities: Coordinates services to meet the needs of students with disabilities.

Redpath Library Building, 3459 McTavish, Suite RS-56
Telephone: 514-398-6009
TDD: 514-398-8198
Email: disabilities.students@mcgill.ca
Website: www.mcgill.ca/osd

Revision, May 2012. End of revision.

Scholarships and Student (Financial) Aid Office: Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200
General Information: 514-398-6013/6014
Telephone: 514-398-4807 (Scholarships)
Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

Tutorial Service: Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200
Telephone: 514-398-6011
Email: tutoring.service@mcgill.ca
Website: www.mcgill.ca/tutoring

4.3 Student Services – Macdonald Campus

Student Services at the Macdonald campus offers a range of non-academic services. All Student Services, whether at the Macdonald or Downtown campus, fall under the direction of the Office of the Executive Director, Services for Students. For detailed information, please visit our website at www.mcgill.ca/macdonald-studentservices, and the main Student Services website: www.mcgill.ca/student-services.

Macdonald Campus Student Services Office
Centennial Centre, Room CC1-124
21,111 Lakeshore Road
Telephone: 514-398-7992
Fax: 514-398-7610
Email: stuserv.macdonald@mcgill.ca

Career Planning Service (CaPS): Assists you in your career development and search for permanent, part-time, and summer jobs by providing workshops, individual advising, a comprehensive job posting service, Career Fairs, and a Career Resource Centre.

Telephone: 514-398-7582
Website: www.mcgill.ca/caps
Email: caps.macdonald@mcgill.ca

Counselling Service: Offers confidential counselling for personal, social, emotional, vocational, and academic issues, among others. Appointments are required.

Telephone: 514-398-7992

Health Service: Offers health services in a confidential environment for a variety of health-related issues including general checkups, STI testing as well as routine and travel vaccinations. Appointments are available with our Nurse and Doctor.

Telephone: 514-398-7992

Off-Campus Housing: Maintains online listings of available off-campus student housing. McGill ID and Minerva PIN required to access the listings.

Telephone: 514-398-7992
Website: www.mcgill.ca/students/housing/offcampus

Student (Financial) Aid Office: Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. A Loan Administrator visits the centre every Wednesday to help students with specific financial concerns.

Telephone: 514-398-7992

Chaplaincy Service: Offers two support programs: The **Winter Coat Project** provides students with slightly used winter jackets and accessories. The **McGill Student Parents' Network (MSPN)** provides support for students with children, to help them succeed in their studies.

The Centennial Centre also provides international students with their mandatory Blue Cross Health Insurance cards, and coordinates midterm examinations for students registered with the Office for Students with Disabilities.

4.4 Residential Facilities

McGill Residences offers you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

Mission statement

To continuously develop a safe home and nurturing community for our students through the following means:

- Keeping the value of Respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

4.4.1 Graduate Housing – Downtown

Graduate Housing
 Student Housing Office, Room 7
 3641 University Street
 Montreal, QC H3A 2B3
 Telephone: 514-398-6050
 Fax: 514-398-4457
 Email: grad.housing@mcgill.ca
 Website: www.mcgill.ca/students/housing/downtown-graduate

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are available. Out of 215 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered. To apply, indicate “Yes” in the housing request area of your McGill application and check Minerva for updates in your housing status.

Occupancy of graduate housing is from August 25, 2012 to July 31, 2013 or from January 1, 2013 to July 31, 2013.

4.4.1.1 Single-Occupancy Apartments

Graduate housing includes a 7-story apartment block and three small apartment buildings. All are located within a short walking distance of the main campus.

Each apartment has its own bathroom and kitchen with refrigerator, stove, dining table and chairs. Other furnishings include: a single-sized bed and mattress, desk and study chair, dresser, bookshelf, night table, and vertical blinds (furnishings may vary depending on room size). Electricity, hot water and heating are included in the rent. Apartments are wired for private phone lines and Internet service. Phone and Internet service is not included in the rent and must be arranged through McGill's REZ Voice and Data Service.

4.4.1.2 Shared-Facilities Housing

There is a variety of graduate housing with shared facilities. For example, students can live in a former coach house of one of the largest mansions in Montreal's “Golden Square Mile” or a number of brownstone mansions featuring wood paneling, decorative moldings and elaborate ornamental fireplaces. This type of housing offers graduate students the privacy of their own bedroom along with the benefits of communal living such as large kitchens and common rooms where housemates gather to dine and watch TV.

McGill offers all-female, all-male and co-ed graduate accommodation.

4.4.2 University Residences – Macdonald Campus

Campus Housing Office
P.O. Box 188
Macdonald Campus of McGill University
Sainte-Anne-de-Bellevue, QC H9X 3V9
Telephone: 514-398-7716
Fax: 514-398-7953
Email: residences.macdonald@mcgill.ca
Website: www.mcgill.ca/students/housing/macdonald

Residence life is an integral part of Macdonald campus activities. Laird Hall, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. All dorm rooms have telephone and high-speed network access services, which are available at extra cost.

The EcoResidence accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained, fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy common living areas.

4.4.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

The Laird Hall residence fees for the 2012–2013 session are \$435 per month (\$5,220 for the year). Rates for the EcoResidence vary from \$445 (12-month lease) to \$475 (8-month lease) per month. An updated fee sheet will be available on the Macdonald residence website at: www.mcgill.ca/students/housing/macdonald.

There is no meal plan offered on the Macdonald Campus. Students may purchase a Commuter meal plan. Refer to www.mcgill.ca/foodservices/mealplans for additional information. Meals are also available on a cash basis from the Link Café, located on the ground floor between the Macdonald-Stewart Building and Barton Library. The Link Café is open for breakfast and lunch during week days only. For budgeting purposes, the cost of meals per session is approximately \$3,200.

4.4.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from August 26, 2012 to May 1, 2013. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the Campus Housing Office; an additional fee will be charged if permission is granted. You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained prior to arrival. Student Monitors may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.



Note for Graduate and Postdoctoral Studies: Graduate students sign a 12-month lease.

4.4.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common rooms for studying. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. The Link Café is located on the ground floor between the Macdonald-Stewart Building and Barton Library and is open Monday through Thursday 8:00 a.m. to 8:00 p.m. and Friday 8:00 a.m. to 3:30 p.m. The Link Café is not open Saturdays, Sundays, or holidays designated by the University.



Note: Non-resident students cannot stay overnight in any residence without permission of the Campus Housing Office.

4.4.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is \$200 for one year and \$120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:40 p.m.

Daily passes for students are \$6 and can be purchased from the parking meter located in the Upper East Gravel lot. The meter is coin-operated and exact change is required. All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see www.mcgill.ca/transport/parking.

4.5 Athletics & Recreation

4.5.1 Downtown Campus

4.5.1.1 Department of Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fully-equipped fitness centre, varsity weight room, pool, arena, Fieldhouse, stadium, indoor and outdoor running tracks and tennis courts, squash & racquetball courts, spinning, dance and martial arts studios, and various playing fields.

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses and membership to the Fitness Centre.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (intercollegiate sports)

Website: www.mcgill.ca/athletics

Mobile Website: m.athletics.mcgill.ca

Facebook: www.facebook.com/mcgillathleticsandrecreation

Twitter: www.twitter.com/McGillAthletics

4.5.2 Macdonald Campus

4.5.2.1 Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include a gymnasium, weight room (with fitness trainers on hand four evenings per week), arena, tennis courts, playing fields, and large expanses of green space. Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for instructional courses.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex

Telephone: 514-398-7789

Website: www.macdonaldcampusathletics.mcgill.ca

4.6 Ombudsperson for Students

The Office of the Ombudsperson for students offers confidential, informal, independent, and neutral dispute resolution services to all members of the student community by providing information, advice, intervention, and referrals.

The mandate of the Ombudsperson at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To learn more about the role and scope of the Ombudsperson for Students, visit the University Secretariat website at: www.mcgill.ca/secretariat/policies/students to consult the mandate of the Office of the Ombudsperson for Students.

Office of the Ombudsperson

3610 McTavish (above Dr. Penfield)

Main Floor, Suite 14

Telephone: 514-398-7059 (for an appointment)

Website: www.mcgill.ca/ombudsperson

4.7 Extra-Curricular Activities

There are over 250 activities, clubs, and services that students may join. These include international clubs; religious groups; political clubs; communications groups such as Radio McGill (CKUT), the McGill Tribune, and the McGill Daily; and some 50 miscellaneous groups (e.g., science clubs; literary, theatrical, and musical societies; a chess club; and the McGill Outdoors Club).

The University Centre, 3480 McTavish Street, provides club rooms for these activities in a four-storey building with cafeterias, a ballroom, lounges and an experimental theatre. Activities for graduate students are centred in David Thomson House at 3650 McTavish Street. On the Macdonald campus, facilities are located in the Centennial Centre. Refer to *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Agricultural and Environmental Sciences*.

4.8 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

3420 McTavish Street
Telephone: 514-398-7444
Website: www.mcgill.ca/bookstore

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: <http://mcss.mcgill.ca/index.php?pg=bookstore>

4.9 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals, and consumer electronics at educational prices.

3420 McTavish Street
Telephone: 514-398-5025
Email: sales.mcs@mcgill.ca
Website: www.mcgill.ca/mcs

4.10 Day Care

The McGill Childcare Centre is an independently run centre that can accommodate 106 children, ranging in age from four months to four years. Early application is required as placement is limited, especially for certain age groups.

The Centre is located at:

3491 Peel Street
Montreal, Quebec H3A 1W7
Telephone: 514-398-6943
Website: www.mcgill.ca/daycare

A Campus Day Care Centre, located adjacent to the Macdonald campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. Preference is given to the Macdonald campus community. Early application is recommended.

The Centre is located at:

1 Maple Avenue
Ste.-Anne-de-Bellevue, Quebec H9X 2E3
Telephone: 514-398-7951

5 Fees

Revision, July 2012. Start of revision.

The information in this publication was updated in July 2012. **The University reserves the right to make changes without notice in the published scale of fees.**

Further information regarding fees can be found on the Student Accounts website: www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees.

For information on financial support, see *Programs, Courses and University Regulations* > *University Regulations and Resources* > *Undergraduate* > *Scholarships and Student Aid*.

Revision, July 2012. End of revision.

5.1 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2012 term fees will be accessible as of August 1.

5.2 Tuition Fees

Revision, July 2012. Start of revision.

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at www.mcgill.ca/student-accounts/tuition-fees. The annual rates of tuition and fees are updated as soon as they are known.

Revision, July 2012. End of revision.

5.2.1 Quebec Students and Non-Quebec Students (Canadian or Permanent Resident)

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see www.mcgill.ca/legaldocuments for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees.



Note: Students who are required to submit appropriate documentation and do not do so by the stipulated deadlines (December 1st – Fall; April 1st – Winter) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

5.2.2 International Exemption Fees

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec tuition rate (certain categories may be assessed at the Canadian tuition rate). These categories, and the required supporting documentation for each of them, may be viewed at www.mcgill.ca/legaldocuments. Further information regarding these reductions of international tuition fees by the Quebec government is available on the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees under *Tuition & fees > General Information*.

For more information concerning fee exemptions, contact Service Point at www.mcgill.ca/students/records/contact.

5.2.3 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at www.mcgill.ca/benefits/forms. Here you can complete an online request form as you register. Should you not successfully complete the courses as detailed in the policy, the exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

5.2.4 Staff Dependent Waivers

Revision, July 2012. Start of revision.

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may download the application form from www.mcgill.ca/benefits/forms and forward the completed form either by email to student.accounts@mcgill.ca with “Staff Dependent” as the subject line, or fax to Student Accounts at 514-398-2656.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed and all appropriate signatures have been obtained. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at www.mcgill.ca/adminhandbook/personnel/stafftuition.

Revision, July 2012. End of revision.

5.3 Documentation

For more information on documentation, see *Programs, Courses and University Regulations > University Regulations and Resources > Graduate > Regulations > section 1.26: Legal Documents: Why Does McGill Collect Legal Documents from You?*.

5.4 Compulsory Fees

Rates are updated and available on the Student Accounts website, www.mcgill.ca/student-accounts/tuition-fees, as soon as they become available.

5.4.1 Student Services Fees

Revision, July 2012. Start of revision.

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff. Through the Office of the Executive Director of Services for Students, these services are available on the Downtown and Macdonald campuses to help students achieve greater academic, physical, and social well-being.

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: Student Health (including Dental), Mental Health, Counselling and Tutorial, Chaplaincy, Career Planning (CaPS), Student Aid and International Student Services, the Office for Students with Disabilities, First-Year Office (including the Francophone Assistant), Off-Campus Housing, and the First Peoples' House.

Revision, July 2012. End of revision.

5.4.2 Athletics and Recreation Fee

Revision, July 2012. Start of revision.

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at www.mcgill.ca/athletics for further information.

Revision, July 2012. End of revision.

5.4.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society. Students vote on changes to Student Society fees during the Spring and Fall referendum periods.

Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates, are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, rates and opt-out procedures, and deadlines, please refer to the information contained at www.ihaveaplan.ca/pgss toward mid-August.

Students without valid Canadian Medicare, please see *International Health Insurance* at www.mcgill.ca/internationalstudents/health and/or www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance.

5.5 Administrative Charges

Revision, July 2012. Start of revision.

The University assesses a number of administrative charges to students, which include:

Registration Charge – All students in courses and programs are assessed a registration charge.

Information Technology Charge – The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology.

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with the Convocation ceremony. Students who attend the Convocation may be responsible for some additional costs.

Copyright Fee – All students in courses and programs are assessed the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

General Administrative Charge – As per the Quebec government's regulation on administrative fee increases, the University is permitted to increase this charge by no more than \$15.00 per Fall/Winter term and \$7.50 per Summer term. In accordance with this regulation, the charge in Summer 2012 will be \$22.50 and in Fall/Winter a maximum of \$45.00. A portion of this amount (up to \$3.00 per Fall/Winter term) is directed to Athletics (except in the School of Continuing Studies). As a result, students may see a decrease in their General Administrative Charge to take into account their additional contribution to Athletics. The other administrative charges (Registration Charge, Information Technology Charge, Transcripts and Diploma Charge, and the Copyright Fee) will therefore not be subject to increases.

For further information about administrative charges, see

www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

Revision, July 2012. End of revision.

5.6 Other Fees

Revision, July 2012. Start of revision.

Other Fees

International Student Health and Accident Plan (compulsory, rates as of 2012–2013)

Single	\$813
Dependent (one student with one dependent)	\$2,334
Family (one student with two or more dependents)	\$4,437

Application for Admission

Undergraduate application fees*

All undergraduate programs, excluding Medicine (fee charged to applicants applying to terms after Fall 2011)	\$100
Medicine (fee charged to applicants to terms after Fall 2011)	\$140

Other application fees

School of Continuing Studies	\$65
Special Intensive Language Programs (SCS)	\$80
Graduate Studies**	\$100

* Note that for registered students, the Undergraduate Application Fee is partially refunded at the end of the first term as follows:

- students applying prior to and including Fall 2011: \$25 (CEGEP applicants) or \$5 (all non-CEGEP applicants)
- students applying as of Winter 2012: \$40 (CEGEP applicants) or \$20 (all non-CEGEP applicants)
- students applying to Medicine as of Fall 2012: \$80 (CEGEP applicants) or \$60 (all non-CEGEP applicants)

** All students making application to Graduate and Postdoctoral Studies are required to pay this fee, including those already registered at McGill. If a department or an applicant defers an admission within the following year, the application fee need not be paid again.

Undergraduate Admission appeals charge	\$100
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Late Registration

After the regular registration deadline (August 14th):

All eligible returning and new students, except Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$125
Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$62.50

Other Fees

Late Course Change Fee	\$50
Registration Cancellation Fee upon withdrawal (or if newly admitted students, the deposit)	\$200
Rereading Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations, each written paper	\$35
Duplicate ID Card	\$25
Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):	
• Balances between \$100.01 and \$300	\$25
• Balances between \$300.01 and \$1,000	\$50
• Balances greater than \$1,000	\$75
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment***	\$35
*** Please note that the \$35 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.	
Cheque Refund Charge:	
on balances less than \$100	\$5
on balances \$100 and over	\$10
Schulich School of Music fees:	
Audition Fee	\$60
Late Music Placement Examination Fee	\$50
Late application fee for Music Performance examination (requires the permission of the Chair of the Department of Performance)	\$50
Supplemental Practical Examination in Music	\$150
Music Private Lessons Fee (MUIN, MUPG subject code courses)	\$500
Music Practical Instruction: part-time or Special Student status, <u>or</u> 2 nd instrument or voice, <u>or</u> in excess of quota; 1 hr/wk lessons	\$785

Other Fees

Music Practical Instruction: part-time or Special Student status, <u>or</u> in excess of quota; 1.5 hr/wk lessons (Artist Diploma)	\$1,175
Music Practical Instruction: Special Student status; Opera Studio; 1 hr/wk lessons	\$680
Music Practical Instruction: part-time or Special status, <u>or</u> in excess of quota; Voice Coaching; 1 hr/wk lessons	\$550

Reinstatement penalty

\$150 (see *Cancelling Registration for Non-Payment* in [section 5.9: Other Policies Related to Fees: Overdue Accounts](#))

Revision, July 2012. End of revision.

5.7 Billings and Due Dates

Confirmation of Acceptance Deposit

In certain graduate departments, you are required to make a deposit on tuition shortly after receiving notice of your acceptance to the University. You will be required to confirm your acceptance of the offer of admission on www.mcgill.ca/applying/knowningstatus and pay the required deposit by credit card (Visa or Mastercard) at that time.

Invoicing of Fees

Fees are assessed on a term by term basis. Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at www.mcgill.ca/student-accounts for information on payment due dates.

Term	Payment Due Date
Fall term	
All new and returning students	August 31, 2012
Winter Term	
All new and returning students	January 7, 2013

Late Payment Charges: If you have an outstanding balance greater than \$100 on your account on October 31 (February 28 for the Winter term), you will be assessed a late payment charge, over and above the interest. See *Penalties and Fines* at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

5.7.1 Billings and Due Dates: Guest Access on Minerva

Revision, July 2012. Start of revision.

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts and e-payment.

The www.mcgill.ca/student-accounts/parents-and-sponsors/guest-access web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that Service Point staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

Revision, July 2012. End of revision.

5.8 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 1.8: Regulations Concerning University Withdrawal](#). **Otherwise, you are liable for all applicable tuition and other fees.**

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See [section 1.8: Regulations Concerning University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: www.mcgill.ca/student-accounts/your-account/withdrawals.

5.8.1 Fee Refund Deadlines

Revision, July 2012. Start of revision.

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.



Note for Graduate and Postdoctoral Studies: See *Programs, Courses and University Regulations > University Regulations and Resources > Graduate > Regulations > Registration > [section 1.2.3: Summer Registration](#)* for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only. Otherwise, there are generally no refunds for tuition and fees charged for a Summer term course from which you have withdrawn.

5.8.1.1 Fall Term – up to and including September 25:

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or \$200, whichever is higher).

5.8.1.2 Fall Term – after September 25:

No refund.

5.8.1.3 Winter Term – up to and including January 29:

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or \$200, whichever is higher).

5.8.1.4 Winter Term – after January 29:

No refund.

* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see www.mcgill.ca/gps/about/contacts).

Revision, July 2012. End of revision.

5.8.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, after the course withdrawal with full refund period has passed. For directions on requesting your refund online in Minerva, see www.mcgill.ca/student-accounts/your-account/requesting-refund.

5.9 Other Policies Related to Fees: Overdue Accounts

Revision, July 2012. Start of revision.

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year.



Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

Revision, July 2012. End of revision.

5.9.1 Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

5.9.2 Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

5.9.3 Cancelling Registration for Non-Payment

In accordance with the fee policy stated in [section 5.9: Other Policies Related to Fees: Overdue Accounts](#), before the University cancels your future term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (www.mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged \$150 (Reinstatement Penalty) for the processing of the re-enrolment.

5.10 Other Policies Related to Fees: Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your academic standing does not permit you to continue, all fees paid in advance will be refunded.

For directions on requesting your refund online in Minerva, see www.mcgill.ca/student-accounts/your-account/requesting-refund.

5.11 Other Policies Related to Fees: Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees/general-information/exchange-senior-citizens-part-time-and-double-program#double-program for further details.

You should consult the Student Accounts Office at student.accounts@mcgill.ca for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

5.12 Other Policies Related to Fees: Students Taking Courses Extra to Their Program

Students who have been given permission by their department and Graduate and Postdoctoral Studies to take courses that are considered to be extra to their primary program, must request, in writing to their department, to have those courses flagged as extra to their program, and are required to pay additional tuition charges. Such assessment of fees will be processed after normal course add/drop deadlines have passed.

Please refer to the "Extra Courses Policy" found at www.mcgill.ca/gps/policies.

5.13 Other Policies Related to Fees: Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the Scholarships and Student Aid Office for more information at 514-398-6013.

5.14 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 1.1.14: Quebec Inter-University Transfer Agreement: McGill Students](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs.

The University reserves the right to refuse course registrations in non-government-funded activities.

5.15 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

When a third party agrees to pay fees on behalf of a student, payment is recorded on the fee account, which reduces the balance the student must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, the student is responsible for paying the fees plus the late payment fee and accrued interest.**

5.16 Students Receiving McGill Funding

Student funding may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's Financial Aid/Award menu if you are expecting a fellowship/award.

Please note that credit balances in student fee accounts that result from payment from fellowships/awards are refundable only after the official course add/drop period for each term.

5.17 Tuition and Fees – Payment Deferral

Students with no outstanding tuition or fees from a prior term may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the university, government, or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the Student Accounts website (www.mcgill.ca/student-accounts/awards-assistance/tuition-fees-payment-deferral).

Students may apply for a fee deferral via the "Defer Payment of Tuition and Fees" through the Financial Aid/Award menu on Minerva, selecting the category applicable to their situation. All applicants will be verified to ensure they have self reported their situation accurately.

The Minerva application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account. NOTE that students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative and certain academic fees, and health and dental insurance. Charges not covered by the tuition deferral include, but are not limited to, housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

5.18 External Scholarships

Students may also receive external scholarships from other organizations, outside agencies, parents' employers or community groups. These awards are typically sent directly to the University. Such students should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to the student's account as soon as the student is registered, with the second instalment credited the first working day in January. If the student does not meet the requirements of the scholarship, the funds will be returned to the external body.

Students may need an anticipated scholarship to reduce their balance owing for a given term. If so, email student.accounts@mcgill.ca with "**External Scholarships**" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

5.19 Other Information: Payment Procedures

Please see the Student Accounts website at www.mcgill.ca/student-accounts/your-account/payment for the various methods of payment available to students and their guests.

5.20 Other Information: Tax Slips/Receipts

Revision, July 2012. Start of revision.

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva (www.mcgill.ca/minerva) under the *Student Accounts Menu* by the end of February each year. Note that a social insurance number and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at www.mcgill.ca/student-accounts/your-account/tax-information.

Revision, July 2012. End of revision.

5.21 Yearly Fees and Charges

In thesis programs, students are charged a flat rate based on 15 credits per term if they are registered full-time. In non-thesis programs, students are charged a flat rate (based on 15 credits per term) if they are registered full-time, or a per credit rate if they are registered for less than 12 credits.

Exceptions: In the M.L.I.S., S.T.M., M.A. in Counselling Psychology (60-credit program), M.A. Teaching and Learning (non-thesis), M.Sc. in Public Health (non-thesis), M.Sc.A. in Nursing, M.Sc.A. in Occupational Therapy, M.Sc.A. in Physical Therapy, and M.Ed. programs, students are charged strictly per credit. Since Fall 2010, all newly-admitted students in the M.B.A. program are subject to a new flat-rate tuition rate structure. Students admitted to the M.B.A. prior to the Fall 2010 term and continuing in their program are subject to the previous fee rate structure, whereby tuition is charged on a per credit basis.

Part-time, Qualifying, Special, diploma, and certificate students will be charged tuition fees at the per credit rate and will be subject to the student society fees, student services fees, and administrative charges assessed to degree students.

Students who have completed the residency requirements for their program but have not yet completed the program requirements are required to be registered in a supplementary term until graduation. Where a student is in a thesis program, this is called "Additional Session" and fees will be charged each term that they are registered, including the Summer. Students required to register in a Thesis Evaluation term upon initial submission of the thesis will be charged only society and administrative fees in each term that they must be registered. Where a student is in a non-thesis program, this is called "Non-Thesis Extension" and fees will be charged in each Fall/Winter term that they are registered. Please refer to *Program Requirements > Master's Degrees* and *Program Requirements > Doctoral Degrees*, found under each faculty's *Graduate* section in the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study.

Students registered as "Non-Resident" pay fees of \$100 per term (\$200 per year).

In the Summer term, students with a status of "Continuing" in a thesis program are not charged tuition fees, unless they are enrolled in courses which are considered extra to their program. Students in a non-thesis program taking courses in the Summer will be charged tuition on a per credit basis.

Postdoctoral candidates are charged fees for membership to the Post-Graduate Students' Society (PGSS) in both the Fall and Winter terms, as well as the PGSS Health and Dental Insurance plan in the Fall term only.



Note: Please consult the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees for the current fees payable by graduate-level students.

6 Resources for Study and Research: Libraries

The McGill Library consists of 12 branch libraries and three special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks, and course-readers, thousands of journal titles, vast manuscript and pictorial collections, and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 60,000 e-journals, multimedia, and two million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus—access any time, any place.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops and e-readers are also available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and theses are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system. If you need material not owned by McGill University Library, our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

7 Resources for Study and Research: University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio-tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives
McLennan Library Building – 6th Floor, Room 17B
Telephone: 514-398-3772
Fax: 514-398-8456
Email: refdesk.archives@mcgill.ca
Website: www.archives.mcgill.ca

8 Resources for Study and Research: Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century,

and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: redpath.museum@mcgill.ca
Website: www.mcgill.ca/redpath

9 Resources for Study and Research: McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 16,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn, and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (www.mccord-museum.qc.ca) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and boutique.

Researchers are welcome by appointment.

690 Sherbrooke Street West
Telephone: 514-398-7100
Email: info@mccord.mcgill.ca
Website: www.mccord-museum.qc.ca

10 Resources for Study and Research: Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914
Website: <http://lyman.mcgill.ca>

11 Resources for Study and Research: Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Medical Museum.

The Medical Museum is a repository of material dating from the late 19th century that documents the study and practice of Medicine at McGill University and its associated teaching hospitals. The major part of the collection consists of pathologic specimens, including those in the Abbott and Osler collections. The material is housed in the Lyman Duff Medical Building. A showcase in the Pine Street entrance hallway displays temporary exhibits. For more information, see the Museum website www.mcgill.ca/medicalmuseum.

The McGill Physics Department has two specialized collections that may be viewed by appointment:

The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research at McGill University on radioactivity (1898–1907). For more information, see www.physics.mcgill.ca/museum/rutherford_museum.htm.

The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For more information, see www.physics.mcgill.ca/museum/macpherson_collection.htm.

12 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit www.mcgill.ca/it to:

- Find details on all IT services, including available training and support. Services are organized by categories such as “Telephone, Network, and Wireless.”
- Search the McGill IT Knowledge Base for FAQs and supporting articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number.
- Send us your feedback or get help on an IT issue.
- Read featured articles on computer security, new software, and other timely tips.
- Find out about new IT projects on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Take an interactive video tour of IT services at <http://kb.mcgill.ca/it/welcome-students>. Here you'll learn about myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, taking computer clinics, and downloading free software available to students.

12.1 Logging In

Revision, July 2012. Start of revision.

You need to use your McGill Username (usually in the form of `firstname.lastname@mail.mcgill.ca`) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint, you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., `jsmith5`).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva www.mcgill.ca/minerva (using your 9-digit McGill ID number and your 6-character PIN).
2. Go to *Personal Menu* > *Password for McGill Username*.
3. Follow the onscreen instructions.

Revision, July 2012. End of revision.

12.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill at the top of the McGill home page (www.mcgill.ca) or through the *McGill Quick Links*, and sign in using your McGill Username and McGill Password.

12.2.1 Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

12.3 myCourses

Revision, July 2012. Start of revision.

Many of your courses will have online materials or activities such as assignments and readings, syllabuses, project guidelines, discussion forums, calendars, etc.

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings using the **System Check** utility at the top-right corner of the page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: www.mcgill.ca/it.

Revision, July 2012. End of revision.

12.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at www.mcgill.ca/secretariat/policies/informationtechnology. Access your email at <http://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

12.5 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

12.6 Getting Connected

Revision, July 2012. Start of revision.

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at www.mcgill.ca/it:

Wireless: Access the Internet using your laptop or other mobile device from virtually anywhere on campus and also on the inter-campus shuttle buses, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

Virtual Private Network (VPN): If you connect to the Internet with an Internet Service Provider (ISP), you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Connect by VPN using your McGill Username and McGill Password. For instructions on setting up a VPN connection, search the IT Knowledge Base at www.mcgill.ca/it.

McGill Residences Telecommunications: For students living in McGill Residences and McGill Off-Campus Residences, there is REZ Voice and Data service (wired and wireless). For more information search the IT Knowledge Base at www.mcgill.ca/it.

Computer Labs: Many faculties and departments offer their students computer labs. For lab locations, computer availability, and software/peripheral availability, see <http://webforms.mcgill.ca/labs>.

Revision, July 2012. End of revision.

12.7 Safe Computing

Revision, July 2012. Start of revision.

Free antivirus software: Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security.

Revision, July 2012. End of revision.

12.8 Set Up Your Security Questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log in to myMcGill (<https://mymcgill.mcgill.ca>) and click the link in the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

12.9 Need Help?

Welcome New Students: Take an interactive guided tour of IT services: at <http://kb.mcgill.ca/it/welcome-students>.

McGill IT Knowledge Base: Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

12.9.1 Getting Help?

Contact the ICS Service Desk by submitting your request via a web form at www.mcgill.ca/it/get-started-it/need-help, or check phone and walk-in support hours at www.mcgill.ca/it.

13 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers workshops, seminars, and tutorials. For further information, please visit the MWC website: www.mcgill.ca/mwc.

Courses coded as CEAP (for native speakers of English) and CESL (for non-native speakers of English) may be taken to fulfil language requirements or as electives in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses are part of your program requirements.

List of Undergraduate Courses: (please take note of course number changes)

Previous Course Number	New Course Number	Course Title	Credits
EAPR 250	CEAP 250	Research Essay and Rhetoric	3
ESLN 150	CESL 150	ESL: English as a Second Language	6
ESLN 200	CESL 200	ESL: Academic English 1	3
ESLN 299	CESL 299	ESL: Academic English Seminar	3
ESLN 300	CESL 300	ESL: Academic English 2	3
ESLN 400	CESL 400	ESL: Essay & Critical Thinking	3
ESLN 500	CESL 500	ESL: Research Essay and Rhetoric	3
EDEC 206	CCOM 206*	Communication in Engineering	3

* CCOM 206 is a required course for and restricted to students in Engineering.



Note: Placement tests are required for admission to most CESL Undergraduate courses. Please consult the MWC website at www.mcgill.ca/mwc for details of the date and location of placement tests. **In the case of CEAP 250, students write a brief composition IN CLASS on the first day of classes.**

CEAP, CESL, and CCOM courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

List of Graduate Courses: (please take note of course number changes)

Previous Course Number	New Course Number	Course Title	Credits
ESLN 640	CESL 640	Fundamentals of Academic Writing for Graduate Students	3
ESLN 650	CESL 650	Pronunciation & Communication	3
ESLN 660	CESL 660	Pronunciation: Independent Study	N/A

Previous Course Number	New Course Number	Course Title	Credits
ESLN 690	CESL 690	Writing for Graduate Students	3



Note: CESL courses are not open to students who have taken them previously under the corresponding ESLN codes.

Revision, April 2012. Start of revision.

Course for School of Continuing Studies Students

CCOM 205**

Communications in Management 1

** CCOM 205 is required for and restricted to students in Career and Professional Development programs offered by the School of Continuing Studies.

Revision, April 2012. End of revision.

13.1 Contact Information for The McGill Writing Centre

The McGill Writing Centre
McLennan-Redpath Library
Redpath Main, Room #02
3459 McTavish Street
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109

Fax: 514-398-7416

Website: www.mcgill.ca/mwc

General Inquiries: mwc@mcgill.ca

Revision, April 2012. Start of revision.

Inquiries concerning CEAP 250, as well as CCOM courses, should be directed to:

Prof. Sue Laver, Director of The McGill Writing Centre

Email: sue.laver@mcgill.ca

McLennan-Redpath Library

Redpath Main, Room #03

Telephone: 514-398-2351

Inquiries concerning CESL 200, CESL 299, CESL 300, CESL 400, CESL 640, CESL 650, and CESL 660 should be directed to:

Prof. Carolyn Samuel

Email: carolyn.samuel@mcgill.ca

McLennan-Redpath Library

Redpath Main, Room #02F

Telephone: 514-398-1712

Inquiries concerning CESL 500 and CESL 690 should be directed to:

Prof. Robert Myles

Email: robert.myles@mcgill.ca

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14 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the country's leading research-intensive universities. With students coming to McGill from about 150 countries, our student body is the most internationally diverse of any medical-doctoral university in Canada.

14.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the "Royal Institution for the Advancement of Learning" upon condition that the latter erect "upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province"; and further upon condition that "one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of 'McGill College'."

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called "The University of McGill College" but in 1885 the Governors adopted the name "McGill University." Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 11 faculties and 10 schools. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

14.2 Incorporated and Affiliated Colleges

14.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

14.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Tor.), Th.M.(Princ.), Th.D.(Knox, Tor.)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: P. Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

14.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

14.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) and the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ).

14.5 Governance: Board of Governors**14.5.1 The Visitor****The Visitor**

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

14.5.2 Board of Governors

Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)	Chair
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	Chancellor

14.5.2.1 Members

Members

Michael T. Boychuk; B.Com.(McG.)
Gerald Butts; B.A., M.A.(McG.)
Roshi Chadha
Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)
Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)
Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)
Lili de Grandpré; B.A.(W. Ont.), M.B.A.(McG.)
Kathy Fazel; B.Com.(McG.)
Daniel J. Gagnier; B.A.(Loyola), M.A.(McG.), Ph.D.(ANU)
Claude Gagnéux; B.Eng.(McG.), M.A.(Oxf.)
David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)
Kenneth Hastings; B.A., Ph.D.(McG.)
David Kalant; B.Sc.(McG.), Ph.D.(C'dia)
Samuel Minzberg; LL.B.(McG.)
Gary Pেকেles; B.Sc., M.Sc.(McG.), M.D.,C.M.(Baylor)
Cynthia Price; B.Com.(McG.)
Amir Raz; M.Sc., Ph.D.(Hebrew)
Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)
Thierry Vandal; B.Eng., M.B.A.(Montr.)
Ann Vroom; B.A.(McG.)

14.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)
Post-Graduate Students' Society of McGill (1)
Observers
McGill Association of Continuing Education Students (1)
Macdonald Campus Students' Society (1)

14.6 Governance: Members of Senate

14.6.1 Ex-officio

Ex-officio

The Chancellor
 The Chair of the Board of Governors
 The Principal and Vice-Chancellor
 The Provost, Deputy Provost, and the vice-principals
 The deans of faculties
 The Dean of Continuing Studies
 The Dean of Graduate and Postdoctoral Studies
 The Dean of Students
 The Dean/Director of Libraries

14.6.2 Elected Members

Elected Members

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff
 Medical Residents or Postdoctoral Scholars Group (1)
 Student Members (19)

14.7 Administration

Administration

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	Chancellor
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	Provost
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	Deputy Provost (Student Life & Learning)
Kathleen Massey; B.A.(York), M.A.(R. Roads)	University Registrar and Executive Director of Enrolment Services
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	Executive Director of Services for Students
Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tor.), M.A. (C'nell), Ph.D.(Tor.)	Associate Provost (Academic Staff & Priority Initiatives)
Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	Associate Provost (Faculty Affairs & Resource Allocation)
Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)	Associate Provost (Policies, Procedures & Equity)
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	Chief Information Officer
Stephen Stropke; B.A.(Dal.), M.A.(York)	Secretary-General
Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)	Vice-Principal (Administration & Finance)
Lynne B. Gervais; B.A.(C'dia)	Associate Vice-Principal (Human Resources)

Administration

Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)

Rose Goldstein; B.Sc., M.D.,C.M.(McG.)

Rima Rozen; B.Sc., Ph.D.(McG.)

Olivier Marcil; B.A.(Sher.), M.A.(Montr.)

Associate Vice-Principal (University Services)**Vice-Principal (Development & Alumni Relations)****Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)****Associate Vice-Principal (Health Affairs) and Associate Dean
(Inter-Hospital Affairs)****Vice-Principal (Research & International Relations)****Associate Vice-Principal (Research & International Relations)****Vice-Principal (External Relations)**