



**University Regulations and Resources
(Undergraduate)**

**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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2 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* 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 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.

2.2 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.

2.3 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*.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.

Revision, August 2012. End of revision.

Revision, July 2012. Start of revision.



Note for Graduate and Postdoctoral Studies: You should refer to *University Regulations and Resources > Graduate > Regulations > Registration > : Courses Taken as Extra to a Program*.

Revision, July 2012. End of revision.

2.4 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*.

2.5 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](#).

2.6 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).

2.7 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 18: 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.

2.8 Responsible Use of McGill Information Technology Resources

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.

2.9 Non-Smoking Policy

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

2.10 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.

2.11 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.

2.12 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.

Revision, July 2012. Start of revision.



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 2.11: 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.

Revision, July 2012. End of revision.

2.13 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 15.2: 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.

2.14 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**.

2.15 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.

3 Personal Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominative information, legal documents, ID Cards, as well as other topics, and should be consulted periodically.

3.1 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.

3.2 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 3.3: 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*.

3.3 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)

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

International Students

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)

- Permanent Code Data Form (Notes 2 and 6)
- 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.

3.3.1 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.

3.4 Legal Documents: Has McGill Received Your Documents?

3.4.1 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.

3.4.2 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 3.3: 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.

3.5 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.

3.6 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>

3.6.1 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

3.7 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 3.3: 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.

3.7.1 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.

3.7.2 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.

3.8 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.

3.9 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.

3.10 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 3.8: Name: Legal Name](#) and [section 3.9: 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 3.8: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

4 Registration

Once you have confirmed your intention to attend McGill on Minerva at www.mcgill.ca/minerva, you must register by adding courses to your record during the registration periods listed at www.mcgill.ca/importantdates. You must register on Minerva and can continue to do so throughout the registration period by adding and dropping courses until you have finalized your schedule.

All course descriptions are available at www.mcgill.ca/students/courses/calendars. If you are a new student, you should refer to [section 4.2: Course Information and Regulations](#) to familiarize yourself with McGill's course numbering system ([section 4.2.1.1: Course Numbering](#)), multi-term course rules ([section 4.2.1.2: Multi-term Courses](#)), and course terminology ([section 4.2.1.3: Course Terminology](#)).

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to [section 5: Fees](#).



Note for the Faculties of Arts and Science (including B.A. & Sc.): For detailed information on registration, you can also refer to:

- Arts: www.mcgill.ca/oasis
- Science and B.A. & Sc.: www.mcgill.ca/science/student



Note for the Faculty of Engineering:

- If you are a returning student, it is mandatory that you see a departmental/school academic adviser to review your course selection at the beginning of the Fall and Winter terms.
- If you are a new student, it is mandatory that you see a departmental/school academic adviser during the advising period. For advising days, times and locations for new students, see www.mcgill.ca/engineering/student/sao/newstudents.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: All first-year students and all new students in the Faculty of Law must register by adding the registration confirmation course REGN RCLW on Minerva at www.mcgill.ca/minerva. The registration period for new Law students for the 2012–2013 academic year begins Tuesday, July 10, and ends Tuesday, September 4, 2012.

All first-year students and new students must present themselves at the Faculty of Law on Thursday, August 30, 2012 to complete their registration. Welcoming of new students will follow registration.

Returning Students – At the end of the Winter term, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at www.mcgill.ca/law-studies/courses.

Revision, August 2012. End of revision.

4.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates at www.mcgill.ca/importantdates.

4.1.1 Returning Students

Registration for most undergraduates will take place between Tuesday, March 27 and Tuesday, August 14, 2012.

Registration will open in the following order:

Opening Registration Dates

Year 3 and Year 4 students:	Tuesday, March 27
Year 2 students:	Thursday, March 29
All other returning students:	Tuesday, April 3

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at the faculty student affairs offices and website. For more information, see www.mcgill.ca/students/advising/advisordirectory.

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: In order to facilitate access to small enrolment courses and ensure equity among students, registration priorities are programmed in Minerva. These priorities, established after consultation between the Faculty and the Law Students Association, are made on a rolling basis by class year (i.e., fourth-year students register first). Priority registration dates are established by the Student Affairs Office and posted at www.mcgill.ca/law-studies/courses.

Revision, August 2012. End of revision.

4.1.2 Newly Admitted Students Entering in September 2012

Registration will take place between Monday, June 11 and Tuesday, August 14, 2012.

Registration will open in the following order:

Monday, June 11, registration opens for students admitted from Quebec CEGEPs.

Monday, June 18, registration opens for students **whose highest level of education** prior to registering at McGill is a French Baccalaureate, International Baccalaureate, or at least one year of university, or who were admitted on the basis of Advanced Levels, CAPE, or other academic qualifications, which provides for Advanced Standing credit, and who have classification of Year 1 (U1) or higher.

Tuesday, June 19, registration opens for students **whose highest level of education** prior to registering at McGill is **high school, and who have been admitted to the following faculties/schools/degrees: Arts (including School of Social Work), B.A.&Sc., Education, Management, Music, and Religious Studies.**

Wednesday, June 20, registration opens for students **whose highest level of education** prior to registering at McGill is **high school, and who have been admitted to the following faculties/schools: Agricultural and Environmental Sciences, Engineering (including Architecture), Nursing, Occupational Therapy, Physical Therapy, and Science.**

If you are a newly admitted student in September 2012 and you want to register for courses in the Summer of 2012, you can do so on Minerva. Please check *Programs, Courses and University Regulations > Faculties & Schools > Summer Studies* for further information at www.mcgill.ca/study or see www.mcgill.ca/summer.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: Tuesday, July 10, registration opens for newly admitted students. Students must add their registration confirmation course via Minerva. You can find instructions on how to use Minerva (www.mcgill.ca/minerva) in your Orientation package, along with a Course Language Selection form. Once you have confirmed your registration, the Law Student Affairs Office will add your first-year courses based on your Language Selection form.

Revision, August 2012. End of revision.

4.1.3 Newly Admitted Students Entering in January 2013

Registration will take place between Tuesday, December 4, 2012, and Monday, January 7, 2013.

Some faculties and departments require that you meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the *Welcome to McGill* publication (or website at www.mcgill.ca/newstudents) or the *Essential Guide for New Students, Macdonald Campus* (see www.mcgill.ca/macdonald/studentinfo), which are included with your acceptance package.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: There is no Winter term admission to the Faculty of Law.

Revision, August 2012. End of revision.

4.1.4 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.

4.2 Course Information and Regulations

Students are advised to also refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > section 4: Registration* and *section 6: 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.

4.2.1 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.

4.2.1.1 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.

4.2.1.2 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.

4.2.1.3 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 > [section 6.2: Credit System](#)*.

4.2.1.3.1 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.

4.2.1.4 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of Arts and Science to students in their first year of undergraduate study at McGill; i.e., newly admitted students in U0 or U1. Students in any faculty can enrol in an FYS, subject to the conditions and/or restrictions of the program in which they are registered. Students may take only one FYS.

FYS classes are limited to a maximum of 25 students and are designed to provide closer interaction with the professor, and better working relations with peers than are available in large introductory courses. The seminars endeavour to teach the latest academic developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis.

For a listing of First-Year Seminars, see *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Arts > Undergraduate > Academic Programs > : [First-Year Seminars](#)* and *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Science > Undergraduate > Faculty Degree Requirements > Course Requirements > : [Registration for First-Year Seminars](#)*.

4.2.1.5 Faculty/School Specific Information

All students must comply with the regulations and requirements contained in their Faculty section of this publication.

4.2.1.5.1 Agricultural and Environmental Sciences

Students should note that there are no supplemental examinations for Agricultural and Environmental Sciences courses.

4.2.1.5.2 Arts

For Faculty of Arts specific program and course information, refer to:

www.mcgill.ca/oasis

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take for credit any course, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of course change period as “not for credit.” As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the Class Schedule at www.mcgill.ca/study well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

4.2.1.5.3 Education

Some courses will be available in the evenings only, or will be offered during the Summer term.

Students should give particular notice to prerequisite and corequisite courses and registration for Field Experience courses.

4.2.1.5.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty adviser in the Student Affairs Office, Engineering Student Centre (Frank Dawson Adams Building, Room 22), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual course descriptions.

The average division of time for a course is indicated in hours in the course listing after the course credit. For example, (3) (3-0-6) indicates a three-credit course consisting of three lecture hours per week, no other contact hours and six hours of personal study per week.

4.2.1.5.4.1 Extra Courses

Courses that you choose to take outside your program may be classified as *extra*, provided that you choose this option at the time of registration. The course will be designated as *extra* ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option will not be added to your record after the Course Change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as *extra*.

4.2.1.5.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

4.2.1.5.5 Management

Management students should give particular notice to:

- *Programs, Courses and University Regulations > Faculties & Schools > Desautels Faculty of Management > Undergraduate > : [Grading and Credit](#)*
- *Programs, Courses and University Regulations > Faculties & Schools > Desautels Faculty of Management > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > : [BCom Program Credit Structure: General Management Program \(Concentrations\)](#)*
- *Programs, Courses and University Regulations > Faculties & Schools > Desautels Faculty of Management > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > : [BCom Program Credit Structure: Major or Honours Programs](#)*
- *Programs, Courses and University Regulations > Faculties & Schools > Desautels Faculty of Management > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > : [Management Core](#)*

4.2.1.5.6 Science

For Faculty of Science specific program and course information, refer to:

www.mcgill.ca/science/student

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take for credit any course, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of the course change period as "not for credit." As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the Class Schedule at www.mcgill.ca/study well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

4.3 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on Minerva (www.mcgill.ca/minerva), you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships' renewal and in-course awards, see [section 9.1: Entrance Awards for McGill Students](#).

4.3.1 Normal Course Load

The normal course load in most undergraduate faculties is 15 credits per term. If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term.

**Note for the Faculty of Agricultural and Environmental Sciences and the Schulich School of Music:**

- The normal course load is 15 to 18 credits per term.

**Note for the Faculties of Arts and Science (including B.A. & Sc.):**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **satisfactory standing** may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term *only* with written permission from their faculty Associate Dean or Director.

**Note for the Faculties of Education, Management, and Religious Studies:**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.

**Note for the Faculty of Engineering:**

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school adviser.
- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in hours in the course listing after the course credit. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

Revision, August 2012. Start of revision.**Note for the Faculty of Law:**

- The normal course load is 15 to 18 credits per term.

Revision, August 2012. End of revision.**4.3.2 Course Load for Students in Probationary Standing**

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:

- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits

In some cases, a student in Probationary Standing may add a repeated course in which a grade of D or F was obtained.

4.3.3 Course Information and Regulations

For course information and regulations, see [section 4.2: Course Information and Regulations](#) in this publication.

4.4 Changing Programs within Selected Faculties

If you are registered in a program in one of the following faculties, you may add or change programs within your faculty using Minerva (www.mcgill.ca/minerva) under the *Student Records* Menu:

- Arts
- Science (see Note 2 below)
- Bachelor of Arts and Science degree

- Management (certain programs only)
- Education (certain programs only)
- Engineering (certain programs only; see below)

Certain restrictions apply. In all cases, you should consult the appropriate adviser for approval before making any changes and for faculty-specific regulations concerning program changes.

You are not permitted to use Minerva to change your degree (with the exception of Engineering, as below) or to select a program in another faculty or school.



Note for Arts, Science, or B.A. & Sc. freshman programs (97 or more credits): You cannot change your freshman program on Minerva, but may change options within your freshman program where options are available. Once you have been promoted from the freshman year you will be able to change departmental programs using Minerva as outlined in the note below.



Note for Arts, Science*, or B.A. & Sc. degree (96 or fewer credits): You may change major/major concentrations, minor/minor concentrations or faculty programs using Minerva. You may also change into, or out of, an honours program. Some restrictions apply.

* Science students are limited to choosing majors or honours programs within the Science group to which they were admitted, but may continue to choose freely from all available minor programs. To change to a major or honours program in another Science group, students must submit an Intra-Faculty Transfer application; see www.mcgill.ca/students/transfer-readmission.



Note for Desautels Faculty of Management: You may add or change certain programs using Minerva. Please verify restrictions with the BCom Office (www.mcgill.ca/desautels/bcom/contact).



Note for Faculty of Education (B.Ed. Secondary program): You may add, drop, or change minors using Minerva.



Note for Faculty of Education (Kinesiology program): You may add, drop, or change minors using Minerva.



Note for Faculty of Engineering students who have confirmed their offer of admission to the B.Eng. Electrical/B.Eng. Computer/B.S.E. (Software Engineering) program: You must select your specific program using Minerva before the beginning of classes, in your first term. To make any further change, you must consult an adviser in the Department of Electrical and Computer Engineering (www.mcgill.ca/ece/supportstaff). If you are in another program in the Faculty of Engineering, you cannot make any program changes using Minerva.

Revision, August 2012. Start of revision.



Note for Faculty of Law: The addition of a major or minor must be approved by the Student Affairs Office; you will be blocked from making any program changes on Minerva.

Revision, August 2012. End of revision.

4.5 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.

4.6 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*).

4.7 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire knowledge and skills in a variety of fields.

Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements.

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the Course Change deadline on Minerva (www.mcgill.ca/minerva) as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*. **You cannot make any changes after the Course Change deadline even if you selected the option by mistake.** If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course.

The instructor will report grades in the normal fashion. Grades of A through C are converted to "Satisfactory" (S), and grades of D, F, and J are converted to "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.



Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. **Students in the faculties of Arts or Science:** you will need to go to *Service Point* (3415 McTavish Street) to make this request. 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: Special Students are not eligible to select the S/U option.

For further information, contact your departmental adviser or student affairs office, as appropriate.



Note for Agricultural & Environmental Sciences, Arts, B.A. & Sc. and Science: Freshman year (U0) students are not eligible to select the S/U option.

Revision, August 2012. Start of revision.



Note for Engineering:

- You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing.
- B.Eng. and B.S.E. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Basic Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.



Note for Law: The S/U option is only applicable to non-Law electives.

Revision, August 2012. End of revision.



Note for Management: The S/U option is not available on Minerva for Management students. Requests for the S/U option can only be made during the official add/drop period. Please contact the BCom Office (www.mcgill.ca/desautels/bcom/contact) for details on the conditions that apply.



Note for Music: Music students may use the S/U option for elective courses taken outside the Schulich School of Music (non-music courses). Please note that the S/U option is not permitted for courses that are taken to satisfy a minor.

4.8 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 drop all Fall courses **before** the end of August (or drop all Winter courses **before** the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see [section 4.12: Deferred Admission](#)), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see [section 4.15: Readmission](#)).

If you drop all Fall courses **after** the end of August (or drop all Winter courses **after** the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission. For more information see [section 4.15: Readmission](#).

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 the Faculties of Arts and Science (including B.A. & Sc.): Requests made after the Course Change deadline must be 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.

4.9 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.

4.9.1 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

4.9.2 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 5.9: 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.

4.10 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.

4.10.1 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.

4.10.2 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 > section 4.15: 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).

4.10.2.1 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

4.10.2.2 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.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

Revision, August 2012. End of revision.



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.

4.10.3 Regulations Concerning University Withdrawal: Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 5.9: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 3.7: 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 > section 4.15: Readmission* for more information.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: You must reapply for admission via the McGill online application process. For more information, see www.mcgill.ca/law-admissions/undergraduates/admissions/how.

Revision, August 2012. End of revision.

4.11 Undergraduate Leave of Absence Policy

A leave of absence may be granted to undergraduate students for reasons related to:

- maternity or parenting
- personal or family health
- professional development
- required military service

Such a leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate research. You may not normally attend another academic institution; exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies; they will apply "withdrawn" status after one year of approved leave of absence if the student has not returned to the University.

Notes:

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Since students on a leave of absence pay no fees, the Student Services are not available; however, an opt-in option is available at the usual rate.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact International Student Services (ISS) regarding individual circumstances.



Note: When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click [here](#). For information about international health insurance, click [here](#).



Note: Once a leave of absence is granted, you must consult the [Student Aid Office](#) in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

4.12 Deferred Admission

To defer your offer of admission to McGill you must make an official request no later than **August 31** for the Fall term and **December 31** for the Winter term, addressed to:

Deferral Coordinator
Enrolment Services
Service Point
3415 McTavish Street
Montreal, QC H3A 0C8

Fax: 514-398-4193

Email: deferral@mcgill.ca

Please note that several conditions apply for deferral. These conditions and deadlines will be communicated to you once the University receives your official request.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must withdraw from McGill by dropping those courses via Minerva (www.mcgill.ca/minerva) **by the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your registration deposit will be transferred to the deferred term.

If you do not request a deferral by the above deadlines, you will have to reapply for the next available admission term. If you are a registered student and you withdraw after the deadline, you must request readmission through your faculty. For more details, see [section 4.15: Readmission](#).



Note for Music: Applicants to the Schulich School of Music are not eligible to apply for deferred admission.

Revision, August 2012. Start of revision.



Note for Law: The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the \$300 deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.

Revision, August 2012. End of revision.

4.13 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, consult *Programs, Courses and University Regulations > Faculties & Schools > Summer Studies* at www.mcgill.ca/study or contact the Summer Studies Office at 514-398-5212.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall Convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Management or Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

Please note that because the schedule of the courses is very intensive, two courses in one term is a very heavy load. To register for more than one course (or more than two courses in Arts, Education, Engineering, Management, and Science), McGill students must obtain written permission from their faculty, Visiting Students from both their home university and the faculty in which they are registered, and Special Students from the faculty in which they are registered.

Quebec Inter-University Transfer (IUT) students may take, in one summer term, a maximum of one course regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the CREPUQ electronic IUT site at www.crepuq.qc.ca (see [section 4.6: Quebec Inter-University Transfer Agreement: Visiting IUT Students](#)).

4.14 Interfaculty Transfer

If you are a McGill student, have not graduated and want to transfer into another undergraduate faculty, you may apply using the *Minerva Faculty Transfer/Readmission Menu* (www.mcgill.ca/minerva), unless otherwise indicated in the table below.

You must also refer to your faculty website for faculty-specific rules and to determine what supporting documents must be submitted for your application. To access the faculty websites, and for more information on faculty transfers, please see www.mcgill.ca/student-records/inter-faculty-transfers.

Faculty/School	Notes	Fall Term Application Deadline	Winter Term Application Deadline
Agricultural and Environmental Sciences, Dietetics and Human Nutrition		June 1	December 1
Architecture	Contact the Student Affairs Adviser at 514-398-6702 or email mary.lanni@mcgill.ca .	May 1	
Arts	There are no Winter term transfers into Arts.	June 1 (May 1 Social Work)	
Education	There are no Winter term transfers into Education.	June 1	

Revision, August 2012. Start of revision.

Engineering	May 1	November 1
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Revision, August 2012. End of revision.

Faculty/School	Notes	Fall Term Application Deadline	Winter Term Application Deadline
Law	There are no transfers into Law. Contact the Faculty of Law Admissions Office for more information at 514-398-6602 or undergradadmissions.law@mcgill.ca .	See Admission application deadlines.	
Management	There are no Winter term transfers into Management.	June 1	
Music	There are no Winter term transfers into Music.	January 15	
Nursing		August 15	December 15
Physical and Occupational Therapy	There are no Winter term transfers into Physical and Occupational Therapy.	June 1	
Religious Studies		June 1	November 1
Science, B.A. & Sc.		May 15	November 1

4.15 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using Minerva's *Faculty Transfer/Readmission Menu* (www.mcgill.ca/minerva). In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

If you withdrew because of illness, you must provide your Faculty Student Affairs Office with a medical note to support your application for readmission, stating that you are ready to resume studies.

You must be aware of McGill's time limits for the completion of degrees.

To return to a different faculty after an absence, apply for a faculty transfer using Minerva's *Faculty Transfer/Readmission Menu*. For more details on the faculty transfer or readmission process, see www.mcgill.ca/students/transfer-readmission.

Faculty/School	Fall Term Application Deadline	Winter Term Application Deadline	Summer Term Application Deadline
Agricultural and Environmental Sciences, Dietetics and Human Nutrition	August 15	November 15	
Architecture	May 1	November 1	
Arts	July 15	November 15	June 10
Education	July 1	Not open for Winter term	
Engineering	May 1	November 1	
Management	August 15	November 15	
Music (re-audition required)	January 15	November 15	
Music (no audition required)	June 1	November 15	
Nursing	June 15	December 1	
Religious Studies	June 1	November 1	
Science, B.A. & Sc.	July 1	November 15	June 10



Note for Music students: If you need more information about the re-audition regulations, contact the Music Student Affairs Office at studentaffairs.music@mcgill.ca.

Revision, August 2012. Start of revision.



Note for Law students: Candidates who were required to withdraw from the Faculty of Law may be authorized by the Faculty Admissions Committee to continue their studies if exceptional reasons for the withdrawal exist.

Revision, August 2012. End of revision.

4.16 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."

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* > [section 9: 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 Students

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required 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 under *Tuition and 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 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.

5.3.1 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.

5.3.2 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.

5.3.3 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 may vote on changes to Student Society fees during either the Spring or Fall referendum periods.

For Canadian students, the Student Society fees include health and dental insurance. For international students, the Student Society fees include a dental insurance plan. International students are required to participate in the University's compulsory International Health Insurance (IHI) plan. For more information, please visit International Health Insurance at www.mcgill.ca/internationalstudents/health.

Rates for the current year may be found at www.mcgill.ca/student-accounts.

5.4 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.

5.5 Other Fees

Revision, August 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
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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)

Other Fees

** 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
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Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$62.50
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Late Course Change Fee	\$50
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Registration Cancellation Fee upon withdrawal (or if newly admitted students, the deposit)	\$200
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Rereading Examination Paper (refundable if the letter grade is increased)	\$35
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Supplemental Examinations, each written paper	\$35
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Duplicate ID Card	\$25
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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
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*** 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
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Other Fees

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
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 <i>Cancelling Registration for Non-Payment</i> in section 5.10: Other Policies Related to Fees: Overdue Accounts)

Revision, August 2012. End of revision.

5.6 Billings and Due Dates: Confirmation of Acceptance Deposit

When you are admitted to the University, you are required to confirm your acceptance of the offer of admission on Minerva under the *Applicant Menu* at www.mcgill.ca/minerva and you must pay the required deposit (may vary by program) by credit card (AMEX, Visa or MasterCard) at that time.

5.7 Billings and Due Dates: 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 miscellaneous 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 (www.mcgill.ca/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	
Returning and new students	August 31, 2012

Term	Payment Due Date
Winter Term	
Returning and new students	January 7, 2013

Late Payment Fees: If you have an outstanding balance greater than \$100 on your account on October 31 (February 28 for the Winter term), you are charged a late payment fee as per the fee schedule found at [section 5.5: Other Fees](#).

5.8 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.

5.9 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 4.10: 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 4.10: Regulations Concerning University Withdrawal](#).

Revision, July 2012. Start of revision.

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.

Revision, July 2012. End of revision.

5.9.1 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 > : 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.

5.9.1.1 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).

5.9.1.2 Fall Term – after September 25:

No refund.

5.9.1.3 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).

5.9.1.4 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.

5.9.2 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.

5.10 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.

5.10.1 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.

5.10.2 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.

5.10.3 Cancelling Registration for Non-Payment

In accordance with the fee policy stated in [section 5.10: 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.

5.11 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.

5.12 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.

5.13 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 4.5: 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.

5.14 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.

5.15 Sponsorships/Awards/Fee Deferrals

5.15.1 Students with Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

If the sponsor does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

5.15.2 Students Receiving McGill Awards

Student awards 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/Awards* menu if you are expecting a scholarship or award.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

5.15.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You 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 your account as soon as you have registered, with the second instalment credited the first working day in January. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

You may need an anticipated scholarship to reduce your 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.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

5.15.4 Tuition & Fees – Payment Deferral

Students with no prior outstanding tuition/fees 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.

Students may apply for a fee deferral via "Defer Payment of Tuition and Fees" through the *Financial Aid/Awards* 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.

5.16 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.

5.17 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.

5.18 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the Student Accounts website at www.mcgill.ca/student-accounts for tables of fees by residency status and faculty.

6 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

6.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined soon after the end of a term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.



Note for Continuing Studies: If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

6.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)

Your Academic Standing is based primarily on your cumulative grade point average (CGPA), but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

Decisions about Academic Standing in the Fall term are based only on grades that are available in January, i.e., if you have deferred examinations or Fall/Winter spanned courses, grades for those courses don't affect your Fall Academic Standing—they will only affect your Fall TGPA. Therefore, Academic Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

6.1.1.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;
- you have a CGPA of 2.00 or greater.

6.1.1.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Probationary Standing (at the end of the Fall term):

- you may continue in your program;
- you should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser to discuss degree planning.

If you are in Probationary Standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your Faculty adviser to discuss degree planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

6.1.1.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

6.1.1.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Unsatisfactory Standing (at the end of the Fall term):

- you may continue in your program;
- you should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult an academic adviser, before withdrawal deadlines, about your course selection;
- you should see your Faculty adviser to discuss degree planning.

If you are in Unsatisfactory Standing:

- you have failed to meet the minimum standards set by the faculties;
- you may not continue in your program, and your registration will be cancelled.

You will be placed in Unsatisfactory Standing:

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below 2.50 and your CGPA is below 2.00 and if you were previously in Probationary, Unsatisfactory Readmitted, or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Standing and were readmitted by the Faculty or the Committee on Student Standing but have not satisfied the conditions specified in the letter of readmission.

Appeals for readmission by students in Unsatisfactory Standing should be received no later than July 15 for readmission to the Fall term, November 15 for the Winter term, and June 10 for the Summer term. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental examination, clearly stating the reasons for special consideration and providing proof as appropriate.

Appeals for readmission or permission for supplemental examinations must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services



Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Science > Undergraduate > Academic Programs (Faculty of Science) > : Science or Mathematics for Teachers*.

6.1.1.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear K's, L's, or Supplementals.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

- you may ask for permission to continue in your program;
- you must make a request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

Requests for readmission following an Unsatisfactory Standing must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

If your Standing is still incomplete by the end of course change period, you should immediately consult with your Faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to : [Incomplete Courses for Continuing Studies](#).



Note: 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.

6.1.2 Academic Standing: Faculty of Engineering

In the Faculty of Engineering, a decision on your Academic Standing is determined on the basis of your cumulative grade point average (CGPA) according to the criteria listed below.



Note: The Faculty determines Academic Standing decisions after the completion of each term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the Academic Standing decision will be made disregarding the deferred exam grade.

6.1.2.1 Satisfactory Standing: Faculty of Engineering

You are in Satisfactory Standing if you have a CGPA of 2.00 or greater.

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved course and successfully complete the course.
- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

6.1.2.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you have **EITHER**:

a CGPA that is less than 2.00 and equal to or greater than 1.20

OR

a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

6.1.2.3 Unsatisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you have **EITHER**:

a CGPA that is less than 1.20

OR

a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term away, and you are placed in Unsatisfactory Standing again at the end of any subsequent term, you may not continue in your program. You will be asked to **withdraw** from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

Students in Unsatisfactory Standing after the Winter term:

- You must withdraw from the Faculty of Engineering for a minimum of one term.

For more information about Academic Standing, see www.mcgill.ca/engineering/student/sao/policies/academic.

6.1.3 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

6.1.4 Academic Standing: Continuing Studies

If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

6.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of the student and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.



Note: Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.



Note for Agricultural and Environmental Sciences, and Science: As a guideline, a one-credit course would represent approximately 45 hours total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in hours in the course listing after the course credit. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

6.3 Grading and Grade Point Averages (GPA)

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.

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

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See [section 4.7: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%

Grades	Grade Points	Numerical Scale of Grades
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%



Note for Engineering: The Faculty of Engineering does not use this numeric scale. See *Note for Engineering* below.

Revision, August 2012. Start of revision.



Note for Law: Faculty of Law does not use this numeric scale.

Revision, August 2012. End of revision.

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 multiplying the course credit by the grade points, and dividing the sum 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.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. 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 D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.



Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final mark in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations *must* have supplementals);
- whether students with marks of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental mark will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

Revision, August 2012. Start of revision.



Note for Engineering: In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Basic Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP). A grade of D is not acceptable for core courses, technical complementary courses, or courses in any other category of the Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

Grades have the following designations:

A, A-

Very Good

Grades have the following designations:

B+, B, B-	Good
C+, C	Satisfactory
D	Conditional Pass
F	Fail

Revision, August 2012. End of revision.

6.4 Grading and Grade Point Averages (GPA): Other Grades

Other Grades

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
KE or K*	—	further extension granted
KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	—	completion requirement waived; not calculated in TGPA or CGPA
L	—	deferred examination
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See section 4.7: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.)
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See section 4.7: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.)
W	—	withdrew; 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.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W - - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA

6.5 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 > section 7.7.2: 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.

6.6 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).



Note: If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.



Note: If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.



Note: If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.



Note: In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.



Note for the Faculties of Arts and Science (including B.A. & Sc.): An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of “K” (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

students graduating in June

Fall, Winter, and multi-term courses	April 30
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non-graduating students

Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students' deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear K's have not been submitted by the above deadlines, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean or Director of their faculty.

For more information, see [section 6.3: Grading and Grade Point Averages \(GPA\)](#).

Revision, August 2012. Start of revision.

Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). 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 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Student Affairs Officer. It cannot be granted by the instructor. If, in the opinion of the Student Affairs Officer, there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete). If an extension of the deadline is granted, the Student Affairs Officer will indicate the date by which the student must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on the student's faculty reports and verification forms. However, on the student's official transcript the new grade will replace the K. If the required work is not completed before the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the TGPA and CGPA the same as an F. In exceptional circumstances, and with the approval of the Assistant Dean (Student Life and Learning), the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.



Note 2 for Law students: If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

Revision, August 2012. End of revision.



Note for Music students: A Music student who has a mark of K not cleared in mid-May is ineligible for scholarships.

6.7 Transfer Credits

You may be granted credit for courses passed with a grade of C or better at other universities, as long as you are within the number of credits imposed by McGill's residency requirements and program requirements in some faculties.

In general, a maximum of 60 transfer credits from other institutions may be granted. You need a minimum of 60 credits completed at McGill to qualify for a McGill degree. You must be in satisfactory standing in order to be granted the transfer credits. Courses with grades of C-, P, and S are not considered for transfer credits. The letter grades applied by the host institution take precedence over the numerical grades if both are provided.

Effective Winter 2011, students who participate in a formal university exchange will be eligible to transfer earned credits back to McGill if the grade earned in the host university course(s) is equal to or higher than the grade / CGPA required to graduate from the host university. The policy will apply to both elective and required courses.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take the courses, especially if the courses are part of your program requirements.

Grades earned at the host university for transfer courses are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer of credits with your faculty at McGill within four months of completing your exchange program or study away. If you are studying at another Quebec university on an Inter-University Transfer (IUT) agreement, the host university sends your grade(s) to McGill automatically. For additional information, see [section 4.5: Quebec Inter-University Transfer Agreement: McGill Students](#).

Transcripts for transfer courses must be received by the following deadlines:

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

Transcripts not received by the appropriate date are considered for the next graduation period only.



Note for the Faculty of Arts: The Arts Office of Advising & Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



Note for the Faculty of Engineering: The number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: A limited number of the credits required for the B.C.L./LL.B. degree program may be obtained in appropriate courses offered by other McGill faculties or other universities, with the approval of the Assistant Dean (Student Life and Learning) before registration. The total number of credits allowed under this regulation must not exceed six non-law courses and six non-McGill law courses.

Revision, August 2012. End of revision.



Note for the Faculty of Science (including B.A. & Sc.): The Science Office for Undergraduate Student Advising (SOUSA) does not encourage you to participate in any type of study away, or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.

6.8 Verification of Student Records: Unofficial Transcripts

Subject to [section 6.10: 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.

Revision, July 2012. Start of revision.



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

Revision, July 2012. End of revision.

6.9 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.

6.10 Changes to Student Records after Normal Deadlines

6.10.1 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).

6.10.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

6.10.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 6.10.2: 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.

6.10.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 6.10.2: 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.

6.10.5 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.

6.10.6 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 3.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)

6.11 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 6.12: Transcript of Academic Record: Official Transcripts](#).

6.12 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.

6.13 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 6.12: Transcript of Academic Record: Official Transcripts](#).

6.14 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 4.2.1.1: 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).

7 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at www.mcgill.ca/students/exams/regulations.

In addition to the [University Student Assessment Policy](#) and the general examination regulations listed at www.mcgill.ca/students/exams/regulations, you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

Every student has a right to write term papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

All students are responsible for familiarizing themselves with the [University Student Assessment Policy](#) and the *Code of Student Conduct and Disciplinary Procedures* (available at www.mcgill.ca/students/exams/regulations).

You can find information about issues related to academic integrity at www.mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/student/sao/policies/examinations/examination.

Revision, August 2012. Start of revision.



Note for Law Students: You should also refer to the Law website for more information at www.mcgill.ca/law-studies/information/exams.

Revision, August 2012. End of revision.



Note for Continuing Studies Students: You should consult the academic sections of this publication for particular regulations.

7.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

7.2 Special Examination Facilities for the Disabled

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: www.mcgill.ca/osd.

7.3 Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not registered in. This is possible only in those courses where there is no other assessment except the final examination.

7.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators: CASIO fx-115, CASIO fx-991, CASIO fx-570MS, SHARP EL-520, or SHARP EL-546. No other calculators will be permitted, regardless of their level of sophistication. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see www.mcgill.ca/engineering/student/sao/policies/examinations/calculators.

7.5 Laptop Examination Agreement for the Faculty of Law

The Examination Agreement is designed to confirm that students agree to the terms of the laptop policy. The following are the components of the Examination Agreement:

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a third-party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that my personal laptop meets the minimum requirements (as stipulated in the Faculty of Law – Laptop Exam Student section of the WebCT course Law-Law-Student Affairs-Examinations) for the laptop exam pilot project. My laptop has access to the McGill wireless network. Once I have completed this agreement, I will download and install the University-approved software on my laptop. I will follow the tutorial and test the software on my laptop within the stated deadlines.

3. If my laptop fails during the exam (e.g., a computer crash), I agree to continue and finish the exam by handwriting it. I understand that I will not be granted additional time to resolve the computer problems during the exam. If the incomplete examination cannot be retrieved from my computer within two working days, the Associate Dean (Academic) will determine remedial options.
4. I understand that, if necessary, ICS staff may be available to troubleshoot any difficulties encountered with the approved software (a third-party application). I will be asked to sign an *IST Customer Services-Computer Repair Waiver* acknowledging that ICS staff will not be held responsible for any theft, loss, or damage (to hardware or software) occurring during the diagnosis or repair of my laptop, or for any loss of data, regardless of when it was lost.

For more information on this agreement, see: www.mcgill.ca/law-studies/information/exams.

7.6 Laptop Examination Policy for the Faculty of Law

All students wishing to write one or more final examinations on their laptop must:

- i. complete the Faculty of Law laptop Examination Agreement;
- ii. download the Faculty-approved software and
- iii. run a test prior to the start of the examination period;
- iv. if necessary, sign an *IST Customer Services-Computer Repair Waiver*.

The Student Affairs Office will provide term-specific deadlines. You will not be permitted to use a laptop unless you have fulfilled the above requirements. You must ensure that the laptop you are using meets the minimum requirements for the software as specified by the Student Affairs Office, as posted on the [SAO website](#) and [myCourses](#). Students using laptops will not be placed in separate examination rooms. You may opt out of using your laptop at any point, even once the examination has started, and revert to handwriting.

7.7 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at www.mcgill.ca/importantdates.



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans *do not* constitute grounds for the deferral or re-scheduling of final exams.

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

7.7.1 Final Examinations: University Regulations Concerning Final Examinations

7.7.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the full 15-week term to maximum advantage.

7.7.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.

9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

Instructors are not permitted to grant any special treatment regarding examinations to any student. Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their faculty.



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.

It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules posted on notice boards on campus and at www.mcgill.ca/students. This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

7.7.2 Final Examinations: Deferred Examinations

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Student Affairs Office or Service Point (for students in the Faculties of Arts or Science) upon providing supporting documentation to defer the examination to the next deferred/supplemental examination period, except for courses administered by the Faculty of Engineering (where students write the examination the next time the course is given); see [section 7.7.2.1: Deferred Examinations: Faculty of Engineering](#). You should provide supporting evidence such as an appropriate medical report as soon as possible. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Student Affairs Office or Service Point.

You must apply for deferred examinations on [Minerva](#) if you are in one of the following faculties: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Physical and Occupational Therapy, School of Social Work, and the School of Continuing Studies. If you do not belong to one of the above faculties, consult your faculty for application procedures.

The final application deadline in Agricultural and Environmental Sciences, Arts, Science, Education, Engineering, Management and the School of Continuing Studies for deferred examinations is January 15 (for Fall term courses), and May 15 (for Winter term courses and courses that span the Fall and Winter terms).

If your request is approved, an L will appear in place of a grade in those courses. The grade you obtain on the deferred examination will replace the grade of L on your official transcript.

If you receive a grade of D, F, J, or U in a course after a deferred examination, no supplemental examinations will be available. You must either re-register in the same course the following term or in an approved course substitute.

For Summer term courses, check with your Student Affairs Office on the availability and restrictions of deferred examinations.

If you have already written an examination, you cannot later request for the exam to be deferred. You should consult your Student Affairs Office regarding the availability of supplemental examinations.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Submit your supporting documents to 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 Faculty of Engineering: You should refer to [section 7.7.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: You should refer to www.mcgill.ca/law-studies/information/exams/#DEFSUP for more information on the Faculty of Law policies on deferred exams.

Revision, August 2012. End of revision.



Note for the Schulich School of Music: A Music student who has not cleared a grade of L by mid-May is ineligible for scholarships.

If you are not granted deferred status, you will receive a grade of J in the course, which will count as a failure in the TGPA and CGPA. You may, however, be allowed to write a supplemental examination. **Please note that there are no supplemental exams in Agricultural and Environmental Sciences or Management courses. For the Faculty of Engineering, supplemental exams are exceptionally offered for some Science, Humanities, and Social Sciences courses. For a list of these courses, see the Faculty of Engineering website (www.mcgill.ca/engineering).**

7.7.2.1 Deferred Examinations: Faculty of Engineering

A detailed letter in support of the application must be entered in the "reason(s) for deferral" section of the application on Minerva.

You must submit supporting documentation to the Engineering Student Centre (Frank Dawson Adams Building, Room 22) within one week of the missed examination.

For requests due to medical reasons, a deferral is granted only if the nature of the illness is serious enough to justify absence from the examination. The date of the missed exam and the nature of the illness must be clearly indicated on the medical certificate. Medical certificates stating "medical reasons" and illegible documents will not be accepted.

If you miss your examination for reasons other than medical reasons, you must submit supporting documentation from the appropriate authority, which covers the date of the missed exam, where applicable.

You are required to frequently verify the status of your deferred application on Minerva to determine whether any additional information is required by the Student Affairs Office, Engineering Student Centre.

You will receive an email notification once a deferred examination application decision has been made.

Rules and regulations:

- Deferred exams for courses administered by the Faculty of Engineering are written during the final examination period the next time the course is offered, excluding the summer term. The final examination schedule is available at www.mcgill.ca/students.
- The following courses are administered by the Faculty of Engineering: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271.
- If taking the deferred exam will delay your graduation, you should indicate this by adding a comment in your deferral application on Minerva. The Student Affairs Office may grant an earlier deferral exam in such cases, and will notify you via your McGill email.
- For each deferred examination that is approved, an L (deferred) grade will appear on your record, but will not appear on official transcripts after the final grade has been determined. The grade you will receive in the deferred examination will replace the grade that you would have received in the original final exam. An L grade will be replaced by a J if you miss the NEXT deferred or regular examination in the course, whichever happens first.
- The format of the deferred examination will not necessarily be identical to the original final examination of the same course. You are responsible for contacting the professor if you require information about the deferred examination format.
- If you have written your final examination, you may not request that the exam be deferred.
- You are not permitted to redo any portion of the coursework such as assignments, projects, labs, midterms, quizzes, etc. (i.e., all grades previously obtained will be calculated with the final grade of the deferred examination to determine the final grade).
- Once a deferred exam has been granted, you may write no more than six final examinations per term. This will give you sufficient time during the term and the examination period to properly prepare for your deferred examination(s).
- The Faculty of Engineering does not grant extensions to deferred examinations.

7.7.2.1.1 Non-Engineering Courses

Deferred examinations for courses administered by the following faculties are offered during the supplemental/deferred examination period:

- Faculty of Arts
- Faculty of Agricultural and Environmental Sciences
- Faculty of Education
- Desautels Faculty of Management
- Faculty of Religious Studies
- Faculty of Science (courses administered by the Faculty of Science, including Year 0 math and science courses)
- School of Social Work

The supplemental/deferred examination schedule is available at www.mcgill.ca/students/exams/supdefer.

7.7.2.1.2 School of Continuing Studies Courses

Deferred exams for courses administered by the School of Continuing Studies are offered during the next term's final examination period. The final examination schedule for School of Continuing Studies courses is available at www.mcgill.ca/conted/studentres/records/exams.

7.7.2.1.3 Summer Studies

For courses offered in the Summer term, you must submit a written request (with supporting documentation) for deferred examinations to the Engineering Student Centre (FDA 22) no later than four days after the date of the missed final examination.

For courses administered by the Faculty of Engineering, the deferred examination is written during the final examination period the next time the course is offered. For non-Engineering courses, the date will be determined by Summer Studies and you will be notified via your McGill email.

The final examination schedule for Summer Studies courses is available at www.mcgill.ca/summer/finalexams.

7.7.3 Final Examinations: Reassessments and Rereads

In accordance with the *Charter of Students' Rights*, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music), or Service Point if you are a student in the Faculty of Arts or the Faculty of Science. You should check with that office regarding application deadlines for formal rereads.

7.7.3.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.)

There are two recognized types of impartial reviews, i.e., reassessments or rereads:

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

In both cases, rather than recorrect the work and then grade it as they would have done themselves, reviewers assess the **appropriateness** of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original, i.e., the reviewer's grade takes precedence over the original grade.

7.7.3.1.1 Reassessment of Coursework

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 working days after the graded material(s) has been made available for students to view. Reassessments should normally be completed within 20 working days of the request.

7.7.3.1.2 Rereads of Final Examinations

These rereads are administered by Service Point, but conducted by the units involved. You must make a request to Service Point by March 31 for courses in the Fall term, and by September 30 for courses in the Winter or Summer terms (these deadlines are strictly enforced and no requests will be accepted once they have passed). You are assessed a fee of \$35 for such rereads. It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Reassessments and rereads in courses not in the Faculties of Arts and Science are subject to the deadlines, rules, and regulations of the relevant faculty.

7.7.3.2 Reassessments and Rereads: Faculty of Law

For information on the Faculty of Law's grade review regulations (rereads of failed examinations, rereads of failing assignments, and review of final evaluations) refer to: www.mcgill.ca/law-studies/information/exams/#REVIEWS.

7.7.3.3 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a *Request for a Reread of a Final Exam* form and submit it to the Student Affairs Office, Engineering Student Centre.

The following regulations apply:

- You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.
- Grades may be either raised or lowered as the result of a reread.
- A \$35 fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge.

Reread application deadlines:

- Fall courses: March 31
- Winter courses: July 31
- Summer courses: November 30

Non-Engineering courses: Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

7.7.4 Additional Work: Faculty of Science (including B.A. & Sc.)

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

- if there is an option for additional work, it must be announced in the course outline at the beginning of the course;
- additional work involves revising one or more previously submitted papers or submitting new written work to replace the original work;
- you must be in Satisfactory or Probationary Standing;
- you must have received a final grade of D, J, F, or U in the course;
- the weight of the additional work will be equal to the weight given to the work that was revised or replaced when the original grade was submitted;
- the grade resulting from the revised or additional work will be recorded as a supplemental grade;
- the supplemental result will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental grade will count in calculating the CGPA;
- in courses in which both a supplemental examination and additional work are available, you may choose the additional work or the examination or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- additional work in courses outside the Faculty of Science (including B.A. & Sc.) is subject to the deadlines, rules, and regulations of the relevant faculty.



Note for the Faculty of 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.

7.7.5 Supplemental Examinations

To write a supplemental examination for a course, you must submit a request on Minerva (www.mcgill.ca/minerva) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A \$35 non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Management, Music, or Engineering;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor about the format;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course Change period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original mark and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course with a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office. Once your application has been approved, you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not write the exam; except for the loss of the application fee, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a faculty adviser 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.

You must verify the date and time of the supplemental examination, and make yourself available to write the exam. Dates can be found at www.mcgill.ca/students/exams/dates.



Note for Continuing Studies: Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.



Note for the Faculties of Arts and Science (including B.A. & Sc.): 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 Faculty of Engineering: Supplemental examinations are available for courses in the Faculty of Science (including Year 0 (freshman) math and science courses) and the Faculty of Arts. Supplemental examinations are not available for the following Engineering courses: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271.

Revision, August 2012. Start of revision.



Note for the Faculty of Law: Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see *Supplemental Examinations* at www.mcgill.ca/law-studies/information/exams.

Revision, August 2012. End of revision.

7.8 Examinations: Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays. This service is limited to written and paper-based exams.

7.8.1 The Cost

The cost for invigilation and administration is \$80 per student, per exam to be returned in Canada; and \$100 for each international exam. Unless otherwise specified by the home institution, you are expected to pay by debit card (bank card) on the day of the exam.

Any student/institution wishing to have the exam returned by courier/express post must provide a prepaid envelope.

7.8.2 Setting Up

Information for students: please confirm the exam date at least two weeks in advance of the scheduled exam and provide a telephone number and email address. The meeting point with the invigilator is at Enrolment Services—see address below. If your plans change and you decide not to write the exam, you must contact Enrolment Services as soon as possible.

7.8.3 Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to:

McGill University
Enrolment Services, Room MS - 72
3415 McTavish Street
Montreal (QC) H3A 0C8
Attention: Proctor Exams

Meeting point for students on the day of the exam:

McGill University
Service Point
3415 McTavish Street
Montreal (QC) H3A 0C8

Telephone: 514-398-2207
Email: proctor.es@mcgill.ca
Website: www.mcgill.ca/students/exams/proctor

8 Internships, Exchanges, and Co-op Programs

8.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

- Faculty of Agricultural and Environmental Sciences students: See *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Agricultural and Environmental Sciences > Undergraduate > : Internship Opportunities and Co-op Experience*.
- Faculty of Arts students: See the Arts Internships website: www.mcgill.ca/arts-internships.
- Faculty of Engineering students: See *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Engineering > Undergraduate > : Engineering Internship Program*. The Department of Mining and Materials Engineering also offers co-op programs in Mining Engineering and Materials Engineering.
- Faculty of Law students: For information on Human Rights internships, see: www.mcgill.ca/humanrights/clinical/internships.
- Desautels Faculty of Management students: See *Programs, Courses and University Regulations > Faculties & Schools > Desautels Faculty of Management > Undergraduate > : Course Overlap*.
- Faculty of Science students: See *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Science > Undergraduate > : Internship Programs – Industrial Practicum (IP) and Internship Year in Science (IYS)*.

8.2 Exchange Programs

For information on Exchange Programs, see *Programs, Courses and University Regulations > Faculties & Schools > Field Studies > Undergraduate > : Exchange Programs*.



Note for Arts students: Further information on exchanges and studying away may be obtained from the Arts OASIS website at www.mcgill.ca/oasis.



Note for Engineering students: For further information, contact the Faculty of Engineering Student Affairs Office in the Engineering Student Centre, and see www.mcgill.ca/engineering/student/sao/exchange.

Revision, August 2012. Start of revision.



Note for Law students: Students should consult www.mcgill.ca/law-studies/information/exchange for the eligibility criteria.

Revision, August 2012. End of revision.



Note for Management students: See also *Programs, Courses and University Regulations > Faculties & Schools > Desautels Faculty of Management > Undergraduate > : International Student Exchange Program*.



Note for Science and B.A. & Sc. students: Further information may be obtained from the SOUSA website at www.mcgill.ca/science/student/general.

8.3 Field Studies

For information on Field Studies, see *Programs, Courses and University Regulations > Faculties & Schools > Field Studies*.

8.4 Mobility Award

The Scholarships and Student Aid Office (SSAO) administers all needs-based awards, including the Mobility award. Quebec residents, as well as Canadian and International students participating in an official Exchange, Field Study semester, Study Away, research, or Internship program may apply for financial support at the SSAO.

For information on the Mobility Award, see www.mcgill.ca/studentaid/exchange/funding.

8.5 Study Abroad Opportunities

For information on Study Abroad, refer to *Programs, Courses and University Regulations > Faculties & Schools > Field Studies > : Opportunities for Field Study and Study Abroad*, or see www.mcgill.ca/students/international.

9 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based awards for entering and in-course undergraduate students. As well, the office administers all federal, provincial, and U.S. government student aid programs. For information and links to government websites, see www.mcgill.ca/studentaid. Comprehensive information concerning all undergraduate awards also appears in the *Undergraduate Scholarships and Awards Calendar* available at www.mcgill.ca/students/courses/calendars or from the Scholarships and Student Aid Office.

9.1 Entrance Awards for McGill Students

Undergraduate Entrance Scholarships are available to students entering McGill University for the first time in a full-time undergraduate degree program.

You should consult www.mcgill.ca/studentaid/scholarships/prospective for details. Highlights include:

- Entrance Scholarships are entirely merit-based; financial need is not considered.
- Value ranges from \$3,000 to \$10,000.
- There are two types: the One-Year, where eligibility is based solely on academic achievement; and the renewable Major, based on academic achievement as well as leadership qualities in school and/or community activities.

9.1.1 Application Procedures

- **One-Year Scholarships:** by applying to McGill, all eligible applicants are automatically considered. No separate application is required.
- **Major (renewable) Scholarships:** candidates can apply on the web after their application for admission has been submitted and they have received an email acknowledgment.
- You must ensure that you send in all required supporting documentation.
- Dentistry, Law, Medicine, and Music applicants should inquire at their own faculty's admissions office regarding availability of entrance awards.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See www.mcgill.ca/studentaid/scholarships/prospective/regulation.

9.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. The value of the entrance bursary depends on the student's degree of need. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see www.mcgill.ca/studentaid.

9.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the *Undergraduate Scholarships and Awards Calendar* for regulations and information concerning these awards at www.mcgill.ca/students/courses/calendars, or the following website: www.mcgill.ca/studentaid/scholarships/current.

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic year. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits.
- You should review all regulations regarding in-course awards by consulting www.mcgill.ca/studentaid/scholarships/current/eligibility.
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of the student's achievements and appears on the transcript. There is no monetary reward.
- All awards, with the exception of prizes, are credited to the tuition fee accounts of students for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, it will *only* be renewed if you meet the McGill standards for renewal. See www.mcgill.ca/studentaid/scholarships/prospective/regulation.

9.2.1 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year undergraduate students can apply for an entrance bursary on Minerva. The value of the entrance bursary depends on the student's degree of need. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible.

The University offers an In-Course Financial Aid program to full-time undergraduate degree students on the basis of demonstrated financial need. This aid includes bursaries, short- and long-term loans, and a Work Study Program. To be considered for McGill financial aid, the University recommends that applicants apply for the maximum government student assistance for which they are eligible. The Scholarships and Student Aid Office oversees all provincial, federal, and U.S. student aid programs and disburses government funds.

Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information, see www.mcgill.ca/studentaid.

9.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, though academic standing is also considered. There are a variety of Work Study positions available, ranging from clerical

work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities.

Further information is available on McGill's Work Study website at www.mcgill.ca/studentaid/workstudy and at the Scholarships and Student Aid Office:

William & Mary Brown Student Services Building
3600 McTavish Street, Suite 3200
Montreal, QC H3A 1Y2 Canada

Telephone: 514-398-7297

Email: work.study@mcgill.ca

Website: www.mcgill.ca/studentaid/workstudy

9.3.1 Student Aid

Telephone: 514-398-6013

Email: student.aid@mcgill.ca

Website: www.mcgill.ca/studentaid

9.3.2 Scholarships

Telephone: 514-398-6014

Email: scholarships@mcgill.ca

Website: www.mcgill.ca/studentaid/scholarships

10 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.

10.1 Graduation Honours: Dean's Honour List

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of the faculty's graduating class of students; this calculation is based on the CGPA.



Note for transfer students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

10.2 Graduation Honours: Distinction

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is based on the CGPA.



Note for transfer students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.



Note: The Faculties of Education, Dentistry, Law, Medicine, and the School of Nursing, as well as the School of Continuing Studies do not assign the designation of Distinction to graduating students.



Note: The designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at www.mcgill.ca/students/courses/calendars.

10.3 Graduation Honours: Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) students who have participated in substantial and broad undergraduate research. To be placed on the Dean's Multidisciplinary Undergraduate Research List at graduation time:

- you must have completed at least 9 credits of research-based courses, taken for a letter grade,
- where qualifying courses are either specified in the list of approved research courses (see www.mcgill.ca/science/research/ours/researchcourses),
- or are approved on a case-by-case basis by the Faculty of Science.

Furthermore, considering all qualifying research-based courses on your transcript at graduation time:

- at least one course, worth at least 3 credits, must be from a different unit than the other research-based courses; and
- every qualifying course must have been completed with a grade of C or above; and
- the average GPA over all qualifying courses must be 3.0 or above.

If these requirements are met, the mention "Dean's Multidisciplinary Undergraduate Research List" will be recorded on your transcript at graduation time.

Application

No application is necessary if you have taken courses from the approved list; all B.Sc. graduating students' records are considered by the Office for Undergraduate Research in Science.

However, if you have taken a research course *not* already on the approved list, and wish for this course to be counted toward the Dean's Multidisciplinary Undergraduate Research List, you must apply. Qualifying courses may be offered either within the Faculty of Science or outside. For information on how to apply, please contact the Office for Undergraduate Research in Science at least four months prior to graduation (e.g., February 1, for June graduation; July 1, for November graduation; August 1, for February graduation).

10.4 Graduation Honours: Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.)

As a graduating student registered in an Honours program, you may be recommended for *Honours* or *First-Class Honours* by your department(s) to the Faculty, under the following conditions only:

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

Students in an Honours program whose program GPA or CGPA is below 3.00, or who did not satisfy certain additional program requirements, must consult their adviser to determine if they are eligible to graduate in a program other than Honours.

10.5 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 10: 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.

10.5.1 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.

Revision, July 2012. Start of revision.



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.

Revision, July 2012. End of revision.

10.6 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.

10.7 Replacing a Diploma

10.7.1 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 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.

10.7.2 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.

10.7.3 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.

10.8 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.

11 Admission to Professional and Graduate Studies

If you intend to proceed into Dentistry, Law, or Medicine, consult the faculties concerned about their prerequisites for admission.

11.1 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: www.oqlf.gouv.qc.ca.

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts www.mcgill.ca/flc) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (www.mcgill.ca/conted).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts or the School of Continuing Studies.



Note: You cannot apply non-credit language courses, and certain credit language courses, completed at the School of Continuing Studies to program/degree requirements. Consult your faculty for clarification.

* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

11.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award degrees in a full range of academic disciplines, and are committed to providing you with an excellent graduate education and a rewarding student experience.

Please see www.mcgill.ca/gradapplicants to learn about graduate programs, research, admission requirements, and funding opportunities. You can also view *Programs, Courses and University Regulations > Faculties & Schools > Graduate*.

12 Undergraduate Advising

McGill offers students access to a variety of advisers, mentors and counselors with different skills, expertise, and levels of authority. To help determine whether you need to speak to a faculty adviser, departmental/school adviser, professor/lecturer, or peer adviser, see [section 12.2: The Role of Student Advising](#) and [section 12.3: Types of Advising and Advisers](#).

12.1 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students *the best education available*. An essential component of this is the advising process. Because advising takes place in many ways and locations at McGill, it is important that you learn about the different types of advisers (see *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Undergraduate Advising > [section 12.3: Types of Advising and Advisers](#)*) and how they can help you reach your goals.

12.2 The Role of Student Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

12.3 Types of Advising and Advisers

While at McGill, you have access to a variety of advisers, mentors, and counsellors who have different skills, expertise, and levels of authority. You can talk about your situation freely with your advisers; they will respect your wish for confidentiality. Typical types of advisers are described below. You should refer to your faculty's section of this publication for additional advising information specific to your degree program. Note that some academic matters require approval of more than one adviser, e.g., the faculty adviser and the department/school academic adviser.

Faculty Advisers are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year ([section 12.6: Faculty Student Affairs Offices](#)).

Faculty advisers:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- offer help managing academic situations during periods of personal, financial, or medical difficulties, by working with you to identify various possibilities and strategies for making informed decisions;
- communicate with other advisers within the University and, with your permission, serve as a direct link to other University resources;
- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- offer support, guidance, and appropriate referral to help you manage academic situations during periods of personal, financial, or medical difficulties, and identify various possibilities and strategies for making informed decisions.

Department/School Academic Advisers are normally located closer to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year ([section 12.5: Contact Information for Advising](#)).

Departmental academic advisers:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

Professors/Lecturers may act in a voluntary capacity to mentor you as you progress through your program. The faculty adviser or department/school academic adviser may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty adviser or departmental academic adviser for signatures and permission related to program requirements.

Peer Advisers are students who have been trained by faculty advisers or department/school academic advisers. They normally offer drop-in hours for advice on University life and will help you find the information you need in this publication or through other University resources. Peer advisers are only available in some faculties or departments.

12.3.1 Related Services

The First-Year Office (FYO) (Brown Student Services Building; www.mcgill.ca/firstyear) can help new students navigate their way through this publication and the information contained in the *Welcome to McGill* publication (www.mcgill.ca/newstudents). They help newly admitted students prepare for the course registration period on Minerva. To maximize this help, you are strongly urged to read the sections in the *Welcome to McGill* publication that apply to your faculty. The FYO staff are always available to provide advice and referrals to the many support mechanisms at McGill.

Counselling Service (Brown Student Services Building; www.mcgill.ca/counselling) has professional counsellors and psychologists who are available to discuss personal, academic, and career goals or problems. They provide individual counselling, therapy, psychoeducational workshops, and crisis intervention. A walk-in service is available.

Career Planning Service (CaPS) (Brown Student Services Building; www.mcgill.ca/caps) provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Enrolment Services (Service Point, 3415 McTavish Street, Montreal (QC) H3A 0C8; 514-398-7878; www.mcgill.ca/students/records) is the place to start if you have questions related to credits on entrance or Advanced Standing based on previous studies.

On the Macdonald campus, information is provided by the Student Affairs Office, Laird Hall, Room 106; www.mcgill.ca/macdonald.

12.4 Student-For-A-Day Program

If you visit our **Downtown campus** in October/November (Fall term) or February/March (Winter term), you can choose to sit in on a class that is open to visitors and experience McGill from a student's perspective.

You do not need to pre-register: consult the list of courses available at www.mcgill.ca/visiting/studentforaday and select the courses you wish to attend. Pick up your Student-For-A-Day pass at the Welcome Centre on the day of your visit. Please note that only 100-level and 200-level lectures are available. For further information, contact the Welcome Centre (514-398-6555).

If you visit our **Macdonald campus**, you can participate in the Student-For-A-Day program that provides a total immersion in the Macdonald experience. Prospective students tour the campus, sit in on classes, meet professors and students, and visit labs, facilities, and residences. For further information, please contact the Macdonald Campus Student Affairs Office at studentinfo.macdonald@mcgill.ca or at 514-398-7925. Tours can be booked directly at: <https://mcgillinmind.mcgill.ca/mcgill/campustours>.

12.5 Contact Information for Advising

In general, contact your Faculty Student Affairs Office if you have any questions on programs.

12.6 Faculty Student Affairs Offices

Faculty of Agricultural and Environmental Sciences

Telephone: 514-398-7925 or 514-398-7928
 Email: studentinfo.macdonald@mcgill.ca
 Website: www.mcgill.ca/macdonald

Faculty of Arts

Office of Advising and Student Information Services (OASIS)
 Telephone: 514-398-1029
 Newly admitted students email: newstudentadvising.arts@mcgill.ca
 Returning students email: adviser.arts@mcgill.ca
 Website: www.mcgill.ca/oasis

Students in U1 or above should also see the contact information for departmental academic advisers in [section 12.7: Contact Information for Departments, Schools, and Programs for Students in the Faculty of Arts \(or the B.A. & Sc. Degree\)](#).

Faculty of Education

Telephone: 514-398-7042
 Email: sao.education@mcgill.ca
 Website: www.mcgill.ca/edu-sao

Faculty of Engineering

McGill Engineering Student Centre (Student Affairs Office, Career Centre, and Peer Tutoring Service)	514-398-7257
Architecture	514-398-6702
Chemical Engineering	514-398-4494
Civil Engineering and Applied Mechanics	514-398-6345
Electrical and Computer Engineering	514-398-3943
General Engineering	514-398-7257
Mechanical Engineering	514-398-8070
Mining and Materials Engineering	Mining: 514-398-2215 Materials: 514-398-1040
Urban Planning	514-398-4075

Email: adviser@engineering.mcgill.ca or information@engineering.mcgill.ca
 Website: www.mcgill.ca/engineering



Note: You are required to meet with an academic adviser before the start of classes. If you are admitted to Year 0 and you are seeking transfer credits, you are initially advised by the Student Affairs Office, Engineering Student Centre, followed by advising in your department. If you are admitted to Year 0 and you are not seeking transfer credits, or if you are admitted to Year 1, you should contact the department/school directly.

Faculty of Law

Telephone: 514-398-6608 or 514-398-3544
 Email: info.law@mcgill.ca
 Website: www.mcgill.ca/law-studies

Desautels Faculty of Management

Telephone: 514-398-4068
 Email: bcom.mgmt@mcgill.ca
 Website: www.mcgill.ca/desautels/bcom

Faculty of Religious Studies

Telephone: 514-398-4121
 Email: info.relgstud@mcgill.ca
 Website: www.mcgill.ca/religiousstudies

Schulich School of Music

Telephone: 514-398-4541
 Email: studentaffairs.music@mcgill.ca
 Website: www.mcgill.ca/music/current-students/undergraduate

Faculty of Science

Science Office for Undergraduate Student Advising (SOUSA)
 Telephone: 514-398-5442
 Email: newstudentadvising.science@mcgill.ca for newly admitted students only
 Email: adviser.science@mcgill.ca
 Website: www.mcgill.ca/science/student

Students in U1 or above should also see the contact information for departmental academic advisers in [section 12.10: Contact Information for Departments, Schools and Programs for Students in the Faculty of Science \(or the B.A. & Sc. Degree\)](#).

12.7 Contact Information for Departments, Schools, and Programs for Students in the Faculty of Arts (or the B.A. & Sc. Degree)

U0 students: Contact the Faculty of Arts Student Affairs Office for advising on the Arts freshman program or the B.A. & Sc. freshman program.

U1 students or any other year: Contact the department (school or program) directly for academic advising. You can find additional contact information in the relevant sections of this publication.

African Studies (program)

Telephone: 514-398-4804
 Email: ids@mcgill.ca
 Website: www.mcgill.ca/isid/undergraduate/afri

Anthropology (Department of)

Telephone: 514-398-4300
 Email: diane.mann@mcgill.ca
 Website: www.mcgill.ca/anthropology

Art History & Communication Studies (Department of)

Telephone: 514-398-1828

Art History & Communication Studies (Department of)

Email: undergrad.ahcs@mcgill.ca

Website: www.mcgill.ca/ahcs

Canadian Ethnic and Racial Studies (program)

Telephone: 514-398-6853

Email: morton.weinfeld@mcgill.ca

Canadian Studies (program)

Telephone: 514-398-8346

Email: adriana.goreta@mcgill.ca

Website: www.mcgill.ca/misc

Catholic Studies (program)

Telephone: 514-398-4400 x09557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/catholicstudies

Classics (program)

Telephone: 514-398-3975

Email: undergrad.history@mcgill.ca

Website: www.mcgill.ca/classics

Computer Science (School of)

Telephone: 514-398-7071 ext. 00739

Email: ugrad-sec@cs.mcgill.ca

Website: www.cs.mcgill.ca

East Asian Studies (Department of)

Telephone: 514-398-6742

Email: asian.studies@mcgill.ca

Website: www.mcgill.ca/eas

Economics (Department of)

Telephone: 514-398-4800

Email: undergraduate.economics@mcgill.ca

Website: www.mcgill.ca/economics

Education for Arts Students (program)

Telephone: 514-398-7042

Email: sao.education@mcgill.ca

Education for Arts Students (program)

Website: www.mcgill.ca/edu-sao/new/programs/minorseducation

Educational Psychology (program)

Telephone: 514-398-4248

Email: dean.thomson@mcgill.ca

Website: www.mcgill.ca/edu-ecp

English (Department of)

Telephone: 514-398-6550 or 398-6557

Email: sina.troiano@mcgill.ca

Website: www.mcgill.ca/english

Environment (School of)

Telephone: 514-398-4306

Email: kathy.roulet@mcgill.ca

Website: www.mcgill.ca/mse

French Language and Literature (Department of)

Telephone: 514-398-6885

Email: lucie.marion@mcgill.ca

Website: <http://litterature.mcgill.ca>

Geography (Department of)

Telephone: 514-398-4951 or 398-4111

Email: undergrad.geog@mcgill.ca

Website: www.geog.mcgill.ca

German Studies (program)

Telephone: 514-398-3650

Email: german.studies@mcgill.ca

Website: www.mcgill.ca/german

Hispanic Studies (program)

Telephone: 514-398-6683

Email: hispanic.studies@mcgill.ca

Website: www.mcgill.ca/hispanic

History (Department of)

Telephone: 514-398-3975

Email: undergrad.history@mcgill.ca

History (Department of)

Website: www.mcgill.ca/history

History and Philosophy of Science (program)

Telephone: 514-398-4400 x09557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/hpsc

Humanistic Studies (program)

Telephone: 514-398-4400 x09557

Email: humanisticstudies.arts@mcgill.ca

Website: www.mcgill.ca/arts-interdisciplinary

Industrial Relations (program)

Telephone: 514-398-4400 x09557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/indr

International Development Studies (program)

Telephone: 514-398-4804

Email: ids@mcgill.ca

Website: www.mcgill.ca/isid/undergraduate/intd

Islamic Studies (Institute of)

Telephone: 514-398-6077

Email: info.islamics@mcgill.ca

Website: www.mcgill.ca/islamicstudies

Italian Studies (program)

Telephone: 514-398-3953

Email: italian.studies@mcgill.ca

Website: www.mcgill.ca/italian

Jewish Studies (program)

Telephone: 514-398-6543

Email: stefka.iorgova@mcgill.ca

Website: www.mcgill.ca/jewishstudies

Latin American and Caribbean Studies (program)

Telephone: 514-398-4804

Email: ids@mcgill.ca

Latin American and Caribbean Studies (program)

Website: www.mcgill.ca/isid/undergraduate/lacs

Linguistics (Department of)

Telephone: 514-398-4222

Email: dept.linguistics@mcgill.ca

Website: www.mcgill.ca/linguistics

Mathematics & Statistics (Department of)

Telephone: 514-398-3800

Email: ugrad.mathstat@mcgill.ca

Website: www.math.mcgill.ca

Middle East Studies (program)

Telephone: 514-398-6077

Email: laila.parsons@mcgill.ca

Website: www.mcgill.ca/mes

Music (program)

Telephone: 514-398-4535 ext. 6333

Email: bruce.minorgan@mcgill.ca

Website: www.mcgill.ca/music/current-students/undergraduate

North American Studies (program)

Telephone: 514-398-4400 ext. 9557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/nast

Philosophy (Department of)

Telephone: 514-398-6060

Email: info.philosophy@mcgill.ca

Website: www.mcgill.ca/philosophy

Philosophy and Western Religions (program)

Telephone: 514-398-4400 x09557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/phwr

Political Science (Department of)

Telephone: 514-398-4800 or 514-398-4183

Email: della.maharajh@mcgill.ca

Political Science (Department of)

Website: www.mcgill.ca/politicalscience

Psychology (Department of)

Telephone: 514-398-6100

Email: info@psych.mcgill.ca

Website: www.psych.mcgill.ca

Québec, Études sur le (program)

Telephone: 514-398-4400 x09557

Email: quebecstudies.arts@mcgill.ca

Website: www.mcgill.ca/qcst

Religious Studies (program)

Telephone: 514-398-4121

Email: web.relgstud@mcgill.ca

Website: www.mcgill.ca/religiousstudies

Russian & Slavic Studies (program)

Telephone: 514-398-3639

Email: russian.slavicstudies@mcgill.ca

Website: www.mcgill.ca/russian

Science for Arts Students (program)

Telephone: 514-398-4109

Email: nancy.nelson@mcgill.ca

Sexual Diversity Studies (program)

Telephone: 514-398-3911

Email: info.igsf@mcgill.ca

Website: www.mcgill.ca/igsf/programs/sdst

Social Studies of Medicine (program)

Telephone: 514-398-6033

Email: ssom@mcgill.ca

Website: www.mcgill.ca/ssom

Social Work (School of)

Telephone: 514-398-7070

Email: undergraduate.socialwork@mcgill.ca

Website: www.mcgill.ca/socialwork

Sociology (Department of)

Telephone: 514-398-6868
Email: giovanna.terrasi@mcgill.ca
Website: www.mcgill.ca/sociology

Women's Studies (program)

Telephone: 514-398-3911
Email: info.igsf@mcgill.ca
Website: www.mcgill.ca/igsf/programs/wmst

World Cinemas (program)

Telephone: 514-398-4400 x09557
Website: www.mcgill.ca/worldcinemas

12.8 Contact Information for Departments and Programs for Students in the Faculty of Education (B.Ed. & B.Sc. (Kinesiology) Degree)

All students in the Faculty of Education are required to meet with an Academic Adviser prior to the start of classes.
Additional contact information is located in the relevant sections of this publication.

Kindergarten & Elementary Program

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Secondary English, Mathematics, Social Studies or Science & Technology

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Teaching English as a Second Language

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Music

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Concurrent B.Mus./B.Ed.

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Concurrent B.Sc./B.Ed.

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Note: No admission for 2012–2013.

Physical & Health Education

Telephone: 514-398-4184 ext. 0472
Email: kin.physed@mcgill.ca

Kinesiology

Telephone: 514-398-4184 ext. 0472
Email: kin.physed@mcgill.ca

12.9 Contact Information for Departments, Schools, and Programs for Students in the Faculty of Engineering

All students in the Faculty of Engineering are required to meet with an Academic Adviser prior to the start of classes.

U0 students (seeking transfer credits): You are initially advised by the Faculty of Engineering Student Affairs Office, followed by advising in your department/school.

U0 students (not seeking transfer credits) and U1 students: Contact your department/school directly.

Additional contact information can be found in the relevant sections of this publication.

Architecture

Telephone: 514-398-6702
Email: mary.lanni@mcgill.ca
Website: www.mcgill.ca/architecture

Chemical Engineering

Telephone: 514-398-4494
Email: info.chemeng@mcgill.ca
Website: www.mcgill.ca/chemeng

Civil Engineering and Applied Mechanics

Telephone: 514-398-6345
Email: ugradinfo.civil@mcgill.ca
Website: www.mcgill.ca/civil

Electrical and Computer Engineering

Telephone: 514-398-3943
Email: undergrad.ece@mcgill.ca
Website: www.mcgill.ca/ece

Mechanical Engineering

Telephone: 514-398-8070
 Email: lisa.lapka@mcgill.ca
 Website: www.mcgill.ca/mecheng

Mining and Materials Engineering**Mining**

Telephone: 514-398-2215
 Email: admin.mining@mcgill.ca
 Website: www.mcgill.ca/minmat

Materials

Telephone: 514-398-1040
 Email: coordinator.minmat@mcgill.ca
 Website: www.mcgill.ca/minmat

Urban Planning

Telephone: 514-398-4075
 Email: admissions.planning@mcgill.ca
 Website: www.mcgill.ca/urbanplanning

12.10 Contact Information for Departments, Schools and Programs for Students in the Faculty of Science (or the B.A. & Sc. Degree)

U0 students: Contact the Faculty of Science Student Affairs Office for advising on the Science freshman program or the B.A. & Sc. freshman program.

U1 students or any other year: Contact the department (school or program) directly for academic advising.

Additional contact information is located in the relevant sections of this publication.

Anatomy and Cell Biology (Department of)

Telephone: 514-398-6335
 Email: vittoria.catania@mcgill.ca
 Website: www.mcgill.ca/anatomy

Atmospheric & Oceanic Sciences (Department of)

Telephone: 514-398-3764
 Email: undergraduateinfo@meteo.mcgill.ca
 Website: www.mcgill.ca/meteo

Biochemistry (Department of)

Telephone: 514-398-2423
 Email: christine.laberge@mcgill.ca
 Website: www.mcgill.ca/biochemistry

Biology (Department of)

Telephone: 514-398-4109
Email: nancy.nelson@mcgill.ca
Website: <http://biology.mcgill.ca>

Biotechnology (program)

Telephone: 514-398-3998
Email: dalia.sanmartin@mcgill.ca
Website: www.mcgill.ca/sheldon

Chemistry (Department of)

Telephone: 514-398-6999
Email: advisor.chemistry@mcgill.ca
Website: www.chemistry.mcgill.ca

Cognitive Science (program)

Telephone: 514-398-7330
Email: ryan.bouma@mcgill.ca
Website: www.mcgill.ca/cogsci

Computer Science (School of)

Telephone: 514-398-7071 ext. 00739
Email: ugrad-sec@cs.mcgill.ca
Website: www.cs.mcgill.ca

Earth and Planetary Sciences (Department of)

Telephone: 514-398-6767
Email: kristy.thornton@mcgill.ca
Website: www.eps.mcgill.ca

Earth Systems Science Interdepartmental (program)

Telephone: 514-398-3833
Email: jeffrey.mckenzie@mcgill.ca
Website: www.ess.mcgill.ca/index.php

Environment (School of)

Telephone: 514-398-4306
Email: kathy.roulet@mcgill.ca
Website: www.mcgill.ca/mse

Geography (Department of)

Telephone: 514-398-4951 or 398-4111

Email: gakman@geog.mcgill.ca

Website: www.geog.mcgill.ca

Human Nutrition (program)

Telephone: 514-398-7840

Email: jocelyne.begin@mcgill.ca

Website: www.mcgill.ca/dietetics

Interdepartmental Honours Immunology (program)

Telephone: 514-934-1934 x45135 (Microbiology and Immunology) **or** 514-398-4342 (Physiology)

Email: ciro.piccirillo@mcgill.ca (Microbiology and Immunology) **or** monroe.cohen@mcgill.ca (Physiology)

Website: www.mcgill.ca/microimm/undergraduate/programs/interdepartmental

Kinesiology for Science Students (program)

Telephone: 514-398-4184 ext. 0302

Email: kin.physed@mcgill.ca

Website: www.mcgill.ca/edu-kpe

Management (BCom program)

Telephone: 514-398-4068

Email: bcom.mgmt@mcgill.ca

Website: www.mcgill.ca/desautels/bcom

Mathematics & Statistics (Department of)

Telephone: 514-398-3800

Email: ugrad.mathstat@mcgill.ca

Website: www.math.mcgill.ca

Microbiology & Immunology (Department of)

Telephone: 514-398-3915

Email: office.microimm@mcgill.ca

Website: www.mcgill.ca/microimm

Music (program)

Telephone: 514-398-4535

Email: bruce.minorgan@mcgill.ca

Website: www.mcgill.ca/music

Neuroscience (program)

Telephone: 514-398-7330
Email: ryan.bouma@mcgill.ca
Website: www.mcgill.ca/neuroscience

Pathology (Department of)

Telephone: 514-398-7192
Email: mira.hoffman@mcgill.ca
Website: www.mcgill.ca/pathology

Pharmacology (program)

Telephone: 514-398-3623
Email: chantal.grignon@mcgill.ca
Website: www.medicine.mcgill.ca/pharma

Physics (Department of)

Telephone: 514-398-6477
Email: chairsec.physics@mcgill.ca
Website: www.physics.mcgill.ca

Physiology (Department of)

Telephone: 514-398-4316
Email: sonia.viselli@mcgill.ca
Website: www.medicine.mcgill.ca/physio

Psychology (Department of)

Telephone: 514-398-6100
Email: info@psych.mcgill.ca
Website: www.psych.mcgill.ca

Redpath Museum

Telephone: 514-398-4086 ext. 3188
Email: marie.laricca@mcgill.ca
Website: www.mcgill.ca/redpath

Science for Teachers

Telephone: 514-398-3202
Email: peter.barry@mcgill.ca
Website: www.mcgill.ca/scienceforteachers

Technological Entrepreneurship for Science Students (program)

Telephone: 514-398-4068

Email: bcom.mgmt@mcgill.ca

Website: www.mcgill.ca/desautels

12.11 Your Academic Career at McGill**12.11.1 University-Wide Regulations**

This publication contains the regulations about your undergraduate academic career at McGill. It includes regulations concerning when to register, when to add, drop, or withdraw from courses, the consequences of missing deadlines, how grading appears on your transcript, and other important information.

12.11.2 Faculty-Specific Regulations

McGill has 11 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

You should consult the appropriate faculty section in this publication for information pertinent to your degree and program, and for faculty-specific regulations. For some degrees, such as the Bachelor of Arts and Science (B.A. & Sc.), you belong to two faculties and will need to consult the section on the Bachelor of Arts and Science, as well as the sections on each faculty.

12.11.3 Your Academic Program

You are registered in a **degree**, but for many degrees there are associated programs (a major, minor, major concentration, etc.). For some degrees, such as Bachelor of Engineering, you will typically follow one program (such as Computer Engineering). For others, such as Bachelor of Arts, you will typically follow more than one program (such as a major concentration in English, with a minor concentration in History).

A typical undergraduate degree at McGill is 120–140 credits (four years of full-time study).

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (undergraduate year 0), which is often referred to in this publication and elsewhere as your **freshman** year.
- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.

You will find **program requirements** in your faculty section or in departmental sections within a faculty. In some cases, you may pursue one of your programs in a department outside your faculty. For example, if you are enrolled in a Bachelor of Commerce, but are pursuing a minor concentration in Italian Civilization, you would consult the Desautels Faculty of Management section for the B.Com. requirements, and the Italian Studies department section, under the Faculty of Arts, for the Italian Civilization program requirements.

12.11.4 Important things to know about your academic program:

- The number of credits needed to complete your degree. Typically, three credits correspond to a one-term course, but there are many variations.
- **Required courses:** Courses that you must complete to fulfil the requirements of a major, minor, etc., unless you receive exemptions. You have no choices among required courses.
- **Complementary courses:** Alternative courses that you can take to fulfil the requirements of a major, minor, etc. You choose a specified number of these courses.
- **Elective courses:** Courses that do not count toward the fulfilment of the requirements of your major, minor, etc. Students often select these courses from outside their program of study. Some restrictions may apply, but you have the most choice in selecting elective courses. Some faculties also permit you to take elective courses using the Satisfactory/Unsatisfactory option (see [section 4.7: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#)). You should consult your faculty section concerning elective courses.
- Often, your department will also provide you with a **recommended list** of courses (or streams), so that you know the typical term-by-term course pattern.

For more assistance in understanding program requirements, and for a list of advisers on both Downtown and Macdonald campuses, see [section 12: Undergraduate Advising](#).

13 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>.

14 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

15 Student Services

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

15.1 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/studentservices

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.

15.2 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/studentservices.

Student Services:

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

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

15.3 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/studentsservices.

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.

15.4 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

15.5 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*.

15.6 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>

15.7 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

15.8 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

16 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

16.1 University Residences – Downtown

McGill Residences house approximately 2,700 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence lifestyle.

Trained upper-year student leaders (Floor Fellows) and Academic Staff (Directors) live in all McGill Residences and provide support for the residents. An elected Residence Council serves as the voice of students.

All residence rooms have telephone and high-speed network-access services which are available at extra cost. All McGill Residences are connected to the McGill Wireless Network.

Residence Admissions Office
3473 University Street, room 150
Montreal, QC H3A 2A8
Telephone: 514-398-6368
Fax: 514-398-2305
Email: housing.residences@mcgill.ca
Website: www.mcgill.ca/residences

16.1.1 Dormitory-style Residences

McGill has nine dormitory residences:

- The four co-ed Bishop Mountain Residences (Gardner, McConnell, Molson, and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- Royal Victoria College (RVC), which has one all-female and one co-ed wing, is located one block from the McGill gates.
- The co-ed New Residence Hall is located five short blocks from the campus.
- University Hall and Prez Rez are co-ed dorms located directly across from the Milton Gates to campus.
- The newest residence, Carrefour Sherbrooke, is a co-ed hall located two blocks from campus.

Dormitory residents have compulsory meal plans and have access to multiple cafeterias.

Rooms at the Bishop Mountain Residences, University Hall, Prez Rez, and RVC are mostly single occupancy. Carrefour Sherbrooke and the New Residence Hall have mostly double rooms. Each student gets a bed, desk, desk lamp, chair, dresser, closet, and small fridge (one fridge per double room).

In all Halls, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor, except in Carrefour Sherbrooke and the New Residence Hall, where there are private bathrooms within each room. Each Hall has a laundry room, including card-operated washers and dryers, and ironing facilities. All Halls have a TV and recreation room, pay telephones, and a small storage area for suitcases, ski equipment, etc.

16.1.2 Apartment-style Residences

Solin Hall is a modern, award-winning apartment-style residence that has two-, three- and four-bedroom apartments. Located four Metro stops west of the main campus, Solin features large common areas (TV and game rooms) as well as a computer lab, and houses mostly first-year students. Each apartment has a living room, dining room, kitchen, and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps, and drapes. Bedrooms have a bed, desk, chair, and dresser. All apartments and public-area floors are carpeted. Shopping areas are within short walking distance. Limited indoor parking is available.

The Greenbriar Apartments residence is located one block from the campus. It houses mostly first-year undergraduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartment kitchens have a stove, fridge, and sink, and bedrooms have a bed, desk, table, chairs, dresser, and blinds.

Although these residences do not offer full meal plans (Solin Hall residents have a small meal plan included with their lease, from which they can opt out), residents may purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see www.mcgill.ca/foodservices/mealplans.

16.1.3 Shared-facilities Houses

McGill Residences maintains a number of beautifully renovated older buildings, each housing between 15 and 30 first-year students. These shared-facilities houses are located a few blocks from the campus and have both single- and double-occupancy bedrooms with large shared kitchens, bathrooms, and common areas. Each bedroom has a desk, chair, bed (some are loft beds), dresser, closet, and blinds. Common areas are also fully furnished.

Although these residences do not include meal plans, residents may purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see www.mcgill.ca/foodservices/mealplans.

16.1.4 Residence Fees

Residence fees for 2012–2013 are as follows:

Rates for Gardner, McConnell, Molson, Douglas, University Halls, and Prez Rez range from \$7,292 to \$7,920 for a single room and \$6,806 to \$7,440 for a double room. The rates at Royal Victoria College range from \$8,390 to \$8,752 for single rooms and \$7,700 to \$7,842 for a double room. These rates do not include the cost of a mandatory meal plan. Meal plan rates for the 2012–2013 session had not been set at the time this publication was finalized. In 2011–2012, the meal plan rate ranged from \$3,950 to \$4,500. These rates are for the regular session: September 1 to April 30.

At the New Residence Hall, Carrefour Sherbrooke and La Citadelle, room rates are \$7,886 to \$9,040 per person for double rooms and \$9,276 to \$9,554 for a single room. These rates do not include the cost of a mandatory meal plan. Meal plan rates for the 2012–2013 session had not been set at the time this publication was finalized. In 2011–2012, the meal plan rate ranged from \$3,950–\$4,500. These rates are for the regular session: September 1 to April 30.



Note: La Citadelle is a newly renovated, hotel style residence being added to the Residences Community, located at 410 Sherbrooke Street. It is set to open its doors to its first batch of students in September 2012. Students can currently apply to live in La Citadelle.

The rooms in Solin Hall and the Greenbriar Apartments are leased on an 11-month basis: September 1 to July 31. The room rates are \$8,734 to \$9,988 for a single room and \$6,732 to \$7,447 for a double room in a multi-bedroom apartment at Solin Hall. Residents of Solin Hall are also assessed a \$300 meal plan, from which they have the choice of opting out. For information on studio apartments at Greenbriar, please visit www.mcgill.ca/students/housing/downtown-undergrad/fees. Rates at Greenbriar do not include a meal plan.

Shared facilities houses are also leased on an 11-month basis: September 1 to July 31. Room rates range from \$9,042 to \$10,615 for a single room, depending on the dimensions of the room. The rates for a double room range from \$6,820 to \$8,745. Rates do not include a meal plan.

These rates are also available at www.mcgill.ca/students/housing/downtown-undergrad/fees.

16.1.5 Meal Plans

All dormitory residents have compulsory meal plans that can be used seven days a week. Residents at Molson, McConnell, and Gardner Halls dine in the large, centrally located Bishop Mountain Hall. Carrefour Sherbrooke, New Residence Hall, Douglas Hall, and RVC have their own dining areas. Residents of University Hall and Prez Rez are welcome to use their meal plan at the residence cafeterias. All of the Halls have kitchenettes, where residents can prepare snacks or meals at any time.

Leases for Solin Hall include a \$300 meal plan, from which you can opt out. Leases for the Greenbriar Apartments and the shared-facilities houses do not include meal plans. The apartments and houses have fully-equipped kitchens where students can prepare their own meals. However, residents are welcome to purchase a meal plan from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see www.mcgill.ca/foodservices/mealplans.

16.1.6 Student Government

Each Hall has a Residence Council, elected at the start of the academic year. It is the job of the council to gather Hall opinions, supervise financial affairs, and organize recreational and social activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Residence Councils play a significant role in deciding and administering their community standards.



Note: Residence fees include an activity fee of \$24 collected by the University on behalf of the Residence Council of each Hall and the Inter-Residence Council. These funds comprise each Council's budget with which to plan activities for the Hall and across residences.

16.2 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.

16.2.1 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 residence fees for the 2012–2013 session had not been set at the time this publication was finalized. The 2011–2012 session rates for Laird Hall were: \$2,920 (double occupancy) and \$3,200 (single occupancy). Rates for the EcoResidence varied from \$435 to \$450 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 weekdays only. For budgeting purposes, the cost of meals per session is approximately \$3,200.

16.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from, tentatively, August 26, 2012 to April 30, 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.

16.2.3 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 counter 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 2:30 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 from the Campus Housing Office.

16.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101 Laird Hall. A parking decal is \$165 for one year and \$99 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 \$3 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/mac.

17 Athletics & Recreation

17.1 Downtown Campus

17.1.1 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

17.2 Macdonald Campus

17.2.1 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

18 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.

18.1 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.

18.2 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.

18.2.1 Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

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

18.3 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.

18.4 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*.

18.5 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.

18.6 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.

18.7 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.

18.8 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.

18.9 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.

18.9.1 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.

19 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
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.

19.1 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

McLennan-Redpath Library

Redpath Main, Room #02D

Telephone: 514-398-3320

Administrative inquiries should be directed to Sylvie Boshier (mwc@mcgill.ca).

Revision, April 2012. End of revision.

20 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.

21 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

22 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

23 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

24 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>

25 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.

26 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.

26.1 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.

26.2 Incorporated and Affiliated Colleges

26.2.1 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.

26.2.2 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.

26.3 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.

26.4 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).

26.5 Governance: Board of Governors

26.5.1 The Visitor

The Visitor

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

26.5.2 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

26.5.2.1 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.)

Members

Kathy Fazel; B.Com.(McG.)

Daniel J. Gagnier; B.A.(Loyola), M.A.(McG.), Ph.D.(ANU)

Claude G  n  reux; 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.)

26.5.2.2 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)

26.6 Governance: Members of Senate**26.6.1 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

26.6.2 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)

Elected Members

Student Members (19)

26.7 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)
Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	Associate Vice-Principal (University Services)
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	Vice-Principal (Development & Alumni Relations)
David Eidelman; M.D., C.M.(McG.), FRCPC, FACP	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)
Sam Benaroya; B.Sc., M.D., C.M.(McG.)	Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)
Rose Goldstein; B.Sc., M.D., C.M.(McG.)	Vice-Principal (Research & International Relations)
Rima Rozen; B.Sc., Ph.D.(McG.)	Associate Vice-Principal (Research & International Relations)
Olivier Marcil; B.A.(Sher.), M.A.(Montr.)	Vice-Principal (External Relations)

26.7.1 Deans, Directors of Schools and Libraries**26.7.1.1 Deans****Deans**

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Agricultural & Environmental Sciences
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	Arts
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	Continuing Studies
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	Dentistry
Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.)	Education
Andrew Kirk; B.Sc.(Brist.), Ph.D.(Lond.) (<i>Interim</i>)	Engineering

Deans

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)

Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)

Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)

Peter Todd; B.Com.(McG.), Ph.D.(Br. Col.)

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP

Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)

Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.)

Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)

Graduate & Postdoctoral Studies**Libraries****Law****Management****Medicine****Music****Religious Studies****Science****Revision, August 2012. Start of revision.**Linda Jacobs Starkey; B.Sc.(Mt. St. Vin.), M.Sc., Ph.D.(McG.), R.D., F.D.C. **Dean of Students**
(Interim)**Revision, August 2012. End of revision.****26.7.1.2 Directors of Schools****Directors of Schools**

Annmarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)

Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)

Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)

Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)

Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.)

France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)

Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)

Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)

Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)

Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT),
Ph.D.(Calif.)**Architecture****Communication Sciences & Disorders****Computer Science****Dietetics & Human Nutrition****Environment****Information Studies****Nursing****Physical & Occupational Therapy****Social Work****Urban Planning****26.8 Student Governance**

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, affectionately known as SSMU. SSMU acts as your representation on key issues inside and outside of the campus. There are six elected executives of the SSMU who represent all 20,000-plus undergrads on the Downtown campus. There is a legislative council that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-five members meets to discuss SSMU business.

The SSMU runs over 200 clubs and services and provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of play and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, a holiday fair, movie screenings, Homecoming Bash, concerts, and speakers. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, the SSMU operates a five-floor building including a student lounge, cafeteria, campus bar, club office space, and a campus multipurpose venue.

The SSMU offices are located at 3600 McTavish Street, suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can contact:

President: pres@ssmu.mcgill.ca

Vice President Clubs and Services: cs@ssmu.mcgill.ca

Vice President Internal Affairs: internal@ssmu.mcgill.ca

Vice President External Affairs: external@ssmu.mcgill.ca

Vice President Finance and Operations: operations@ssmu.mcgill.ca

Vice President University Affairs: ua@ssmu.mcgill.ca

Or visit the website at www.ssmu.mcgill.ca.

Welcome to McGill and we look forward to representing your interests.