University Regulations and Resources (School of Continuing Studies)
Programs, Courses and University Regulations
2019-2020
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://horizon.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.
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1 General Policies and Information

You must inform yourself 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 you during your studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1 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.

1.2 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 at www.mcgill.ca/students/srr. Further details regarding your rights and responsibilities are also available at www.mcgill.ca/secretariat/policies-and-regulations.

1.3 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/continuingstudies/area-of-study/languages and the French Language Centre at www.mcgill.ca/flc, and in Summer Studies and Continuing Studies. There are special language requirements for Faculty of Education students; see Faculty of Education.

Note for Continuing Studies: For English language programs, see Continuing Studies > Areas of Study > Languages > : English Language Programs.

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.

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

Note for Health Sciences: Students studying in the Faculties of Dentistry or Medicine or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences: Language Policy and any language policies pertaining to their specific program. Programs with a clinical component require that students have a working knowledge of both English and French.

1.4 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/students. 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.

**Note:** All newly-admitted undergraduate students must complete a mandatory online academic integrity tutorial in their first semester, accessed through Minerva > Student Menu > Academic Integrity Tutorial or a registration “hold” will be placed on their record. Prior to Fall 2018, the tutorial was completed in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see www.mcgill.ca/students/srr/honest/students/test.

**Note for Graduate and Postdoctoral Studies:** Graduate students must complete a mandatory online academic integrity tutorial accessed through Minerva > Student Menu > Academic Integrity Tutorial. All newly-admitted graduate students must complete the tutorial within their first semester or a registration “hold” will be placed on their record. For more information, see www.mcgill.ca/students/srr/honest/students/test.

### 1.5 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 on the [Secretariat website](https://www.mcgill.ca/students/srr/honest/students/test).

### 1.6 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.

Personal information is protected in the Province of Quebec by the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, personal information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain personal information by completing an Opposition Form at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to personal information at the time of application, you would be asked to agree that the University may collect, use, disclose, or otherwise manage your personal information as described below, as necessary and as the case may be.

At the time of application, you would also be asked to consent to the release of 'personal information’ contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the Ministère de l’Immigration, de la Diversité et de l’Inclusion and/or the Régie de l’assurance maladie du Québec; Immigration, Refugees, and Citizenship Canada; the Ministère de l’Éducation et de l’Enseignement supérieur and/or the Ministère de l’Éducation, du Loisir et du Sport;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (Bureau de coopération interuniversitaire, previously known as CREPUQ), or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration to the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law;
- McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

In addition to the above, if you are a candidate for admission to Graduate and Postdoctoral Studies, you would be asked to authorize the University to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information...
indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, if you are a candidate for admission to the Faculty of Law, you would be asked to consent to the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Native Law Centre Summer Program at the Native Law Centre, University of Saskatchewan.

In addition to the above, if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent to the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de l'Emploi et de la Solidarité sociale of Quebec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply or join for residency or rotations.

In addition to the above, if you are a candidate for admission to the Schulich School of Music, you would be asked to consent to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you would be asked to authorize the University to:

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the Ministère de l’Éducation et de l’Enseignement supérieur; the Ministère de l’Éducation, du Loisir et du Sport; the Ontario Universities’ Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the Ministère de l’Immigration, de la Diversité et de l’Inclusion, Immigration, Refugees, and Citizenship Canada and/or the Régie de l’assurance maladie du Québec to verify the validity of your immigration or health insurance status;
- validate with the Ministère de l’Éducation et de l’Enseignement supérieur information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni, and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

At the time of application, you would be asked to acknowledge that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time.
- if admitted to McGill University, you would be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you would be registered, including those policies contained in the University calendars and related fee documents.

You would undertake to observe all such statutes, rules, regulations, and policies. Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.7 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 Scholarships and Student Aid in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

Note for M.D.,C.M. students: Refer to the Absences & Leaves Policy of the M.D.,C.M. Program.

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult section 1.9.4: Academic Accommodation of Pregnant Students and Students Caring for Dependents.

1.8 Information Technology (IT) Resources

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please see section 11: Information Technology (IT) Services and visit IT Services > Get Started > Students for further details.

1.8.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the Policy on the Responsible Use of McGill Information Technology Resources. You can find this policy in the listing of University Policies, Procedures and Guidelines under Information Technology, at www.mcgill.ca/secretariat/policies-and-regulations.


1.8.2 Use of Cloud Services

Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the Cloud Data Directive. The Cloud Data Directive is also available at www.mcgill.ca/secretariat/policies-and-regulations.

1.8.3 Email Communication

All students are assigned a McGill email address (usually in the form of firstname.lastname@mail.mcgill.ca) and are given a McGill email mailbox. You can view your McGill email address and set your McGill password on 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 have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the Options for dealing with multiple email services Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

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-and-regulations. For more information on email for students, refer to mcgill.ca/it/get-started-it/students.

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

1.8.4 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
• Update your preferred first name
• 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
• Order a reduced-fare STM Opus card

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select Services & software; and then Minerva for Students and Guests.

1.8.5 myMcGill

myMcGill is a portal which gives students and staff a personalized interface to the University's information systems. It provides a central point of access to systems listed below, and displays timely news and important announcements.

Systems accessible through the portal include:

• Athletics
• Email
• FAMIS
• McGill home page
• InfoEd
• Library
• Minerva
• myCourses
• myFuture
• myLab
• Visual Schedule Builder

To access myMcGill, click Quick Links, available at the top of any McGill web page, and then click myMcGill, or go to mymcgill.mcgill.ca. Sign in with your McGill Username and McGill Password.

1.9 Student Health & Insurance

Learn more about health insurance, your requirements as a student, and services offered for special medical needs in the following sections.

1.9.1 Health Insurance – International Students

International Students (Non-Canadians or Non-Permanent Residents of Canada)

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University’s compulsory International Student Health Insurance Plan (IHI). 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 confirm your IHI contract on Minerva under the International Student Health Insurance Coverage Form and pick up an International Health Insurance card upon your arrival at McGill University from:

• Downtown campus
  Service Point
  3415 McTavish
  Montreal QC H3A 0C8
  Website: www.mcgill.ca/servicepoint

McGill University, University Regulations and Resources (School of Continuing Studies), 2019-2020 (Published June 11, 2019)
For details on the health insurance plan and information concerning rates, consult the ISS website.

Students who meet certain criteria may be eligible for an exemption. Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form. Supporting documents for your exemption request should be scanned and emailed to ISS, indicating in the body of the email your name, McGill ID number, and exemption request.

Exemptions are valid for one year only, and must be renewed each subsequent year.

All inquiries related to McGill's International Health Insurance Plan must be directed to International Student Services:

International Health Insurance
Telephone: 514-398-4349
Email: international.health@mcgill.ca
Website: www.mcgill.ca/internationalstudents/health

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

1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. Your supplemental health plan is only valid if you have provincial healthcare or have opted-in to the International Health Insurance Plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.studentcare.ca, or contact:

Studentcare/Alliance pour la santé étudiante au Québec (ASEQ)
Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)
Website: www.studentcare.ca

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

Canadians who have been residing outside of Canada

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your eligibility for the Quebec provincial health plan, contact:

Régie de l’assurance maladie du Québec (RAMQ)
425 Boulevard de Maisonneuve O., Suite 301
Montreal QC H3A 3G5
Telephone: 514-864-3411
Website: www.ramq.gouv.qc.ca/en/pages/home.aspx

Important: If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the group plan offered through International Student Services for international students. Please note that this option is available only during the first month of each new semester at McGill.

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

Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). 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 studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see section 1.9.1: Health Insurance – International Students, or the Canadians who have been residing outside of Canada section above.
1.9.3  **Special Medical Needs**

If you have special medical needs, please book an appointment with the Student Wellness Hub to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at [www.mcgill.ca/wellness-hub/access-care/meet-doctor-nurse-dietitian](http://www.mcgill.ca/wellness-hub/access-care/meet-doctor-nurse-dietitian), and for the **Macdonald campus** at [www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care](http://www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care).

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the **Office for Students with Disabilities** to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access adviser. Academic accommodation planning and support is available to students at the downtown campus as well as the Macdonald campus, and to students in Continuing Studies. Please refer to [www.mcgill.ca/osd](http://www.mcgill.ca/osd) for more information, or to book an appointment.

**Note for Medicine and Dentistry:** See the WELL Office at [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

1.9.4  **Academic Accommodation of Pregnant Students and Students Caring for Dependents**

McGill acknowledges the particular challenges facing you as a pregnant student and/or as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

Please consult the guidelines.

1.10  **Non-Smoking Policy**


2  **Personal Information**

You must inform yourself 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, and ID cards, as well as other topics, and should be consulted periodically.

2.1  **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 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 a correction of your birth date—refer to the instructions at [www.mcgill.ca/student-records/personal-information/address](http://www.mcgill.ca/student-records/personal-information/address). Macdonald campus students can request changes in person at the **Macdonald Campus 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 a 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.

**Note for Nursing:** Students must register a Quebec address and telephone number on Minerva to meet OIIQ registration requirements.
2.2 Submitting Legal Documents

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: section 2.2.2: 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 created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

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

Note for Medicine: Students admitted to the Faculty of Medicine will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see www.mcgill.ca/medadmissions/applying/elements.

2.2.2 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).

<table>
<thead>
<tr>
<th>Quebec and Canadian Out-of-Province Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>You have applied to McGill directly from CEGEP or you already have a student record at McGill</td>
<td>• Usually no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your Minerva account to verify that your status is updated correctly (Select Student Menu &gt; Student Accounts Menu &gt; View your Tuition and Legal Status)</td>
</tr>
<tr>
<td>You have applied to McGill from another Quebec university</td>
<td>• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Additionally, for Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your Minerva account to verify that your status is correct</td>
</tr>
<tr>
<td>You were born in Quebec</td>
<td>• Quebec birth certificate (Note 4)</td>
</tr>
<tr>
<td>You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec</td>
<td>• Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (Notes 1 and 5)</td>
</tr>
<tr>
<td>You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec</td>
<td>• Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (Notes 1 and 5) • Attestation of Residency in Quebec Form (Note 5) • Other supporting documents , depending on which situation you checked on the above Attestation of Residency Form</td>
</tr>
</tbody>
</table>
## 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)

- You may need a Visitor's Permit or eTA issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the Immigration and Citizenship website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

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

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (Note 3)
- Permanent Code Data Form (Notes 1 and 5)

### Note 1:
Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

### Note 2:
Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). 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 3:
If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.

### Note 4:
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 are eligible for Quebec residency.

### Note 5:
You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms.

### Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

1. **French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).

2. **Out-of-province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions):
   - Students in a Ph.D. program
   - Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
   - Students registered full-time in the Masters in French (Maîtrise en français). The exemption begins at the moment the student registers in the program, without retroactive effect.

3. **International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at www.mcgill.ca/legaldocuments/exemption):
   - Citizens of France
   - Citizens of certain countries with an agreement with the Government of Quebec
   - Diplomatic, consular, or other representatives of international organizations
   - Convention refugees
   - Students awaiting permanent residency in Canada and holding an eligible CSQ
   - Students whose spouse holds, or unmarried students whose parent holds, a Temporary Work Permit in Canada
   - Students funded by the FRSQ (Fonds de la recherche en santé du Québec)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions as well as at www.mcgill.ca/legaldocuments/exemption.

Note that this information may be subject to change.
2.2.3 Has McGill Received Your Documents?

2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition status on the Minerva Student Accounts menu: Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status.
  
  Note: Ensure that you select the correct term when viewing your 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.

If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the following semester.

2.2.3.2 Permanent Code

The Government of Quebec 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 2.2.2: What Documents Does McGill Need from You? or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

2.2.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester, 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 from their courses.

2.2.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. Do not send originals. Email 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/how for further details.

By Email:
Follow these steps to submit your legal documents electronically.

1. Save the attached file in the accepted format: Standard PDF (.pdf)

   Standard PDF (.pdf) us the only accepted format—Encrypted PDFs will not be accepted.

   Ensure that you save your documents properly in standard PDF—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).

If there is a problem with your documents, contact:
Telephone: 514-398-7878
Website: www.mcgill.ca/servicepoint/contact-us
2.2.5.1 For the School of Continuing Studies

By Email:

legaldocuments.conted@mcgill.ca

In Person (appointment required) or By Mail/Courier:

McGill University
School of Continuing Studies
688 Sherbrooke Street West, Suite 1199
Montreal QC H3A 3R1

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

2.3 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;
- access meal plans;
- access the inter-campus shuttle bus.

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 for at least 24 hours after you have registered for your first course before requesting an 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 replacement fee; please see the Student Records website for an exact fee amount.
- If you need security access to labs or other facilities please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the Find the AAM list on the Security Services website.

2.3.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at www.mcgill.ca/student-records/personal-information/id.

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found here.
- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: www.mcgill.ca/student-records/personal-information/id.

2.3.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found here.

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.
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.

2.4 Legal Name

This is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Quebec 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 or citizenship certificate.
2. Canadian Immigration Record of Landing, (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card.)
3. Canadian Immigration Study or Work Permit.
4. Certificate of Acceptance of Quebec (CAQ.)
5. International passport (Note: If you possess Canadian citizenship, a Canadian citizenship card or certificate is required as 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 or applicable force in any Canadian Province.

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.

Should McGill require a copy of one of the documents listed about, both or all sides of the document must be copied and presented.

2.4.1 Preferred First Name

Your preferred first name is a name by which you are normally addressed, and is different from your legal first name. The Preferred First Name Procedure enables students to use an alternate preferred first name for certain purposes while studying at McGill.

Students who wish to use a preferred first name should enter this information into Minerva as soon as possible in order to ensure that their preferred first name is used as widely as possible.

The preferred first name may be used on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts

The student’s legal name must appear on official university documents, such as:

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills

It is important to note that making a request to use a preferred first name at McGill does not change a student's legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, on Minerva, under the Personal Menu. From the Personal Menu, select Name Change and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting a change to Network and Communications Services (NCS) via the REGGIE tool. For further details, see www.mcgill.ca/student-records/personal-information/address, which includes the Preferred First Name FAQ.

2.4.2 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. You can also add a preferred first name.
that is different from your legal first name, and it will be used internally at McGill. For more information on the Preferred First Name Procedure, see www.mcgill.ca/student-records/personal-information/address.

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see section 2.4: Legal Name and section 2.4.1: Preferred First Name) in person at Service Point, 3415 McTavish Street, Montreal QC H3A 0C8.

Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see section 2.4: Legal Name) in person at the Client Services Office, School of Continuing Studies.

3 Registration for Continuing Studies Students


Note:
If you are registering for short courses or seminars, see your individual academic area for specific registration information.
You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the Student Accounts website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.
You are responsible for your course selection, registration, and ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisers and staff at the School of Continuing Studies are available to give you advice and guidance.
The School publishes an Important Dates Supplement three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

3.1 How to Register Using Minerva

Go to Minerva and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see section 3.3: Course Information and Regulations.

Before Going to Minerva:
- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

Problems Using Minerva?
If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-7878.

Can’t Remember Your PIN?
If you cannot remember your PIN, you can reset it using the “Forgot PIN?” button on the Minerva login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

3.1.1 Who Can Use Minerva?
If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.
Exceptions
You will not be able to use Minerva to register if:
- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an adviser and register in person (see section 3.2: Other Ways to Register).
3.1.2 **Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses**

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Studies course for interest or personal development, you can register using Minerva. With the exception of some Professional Development courses and some Faculty Partnerships and Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.

**Note:** English and French language courses offered by the School of Continuing Studies are not available to full-time McGill degree students.

3.2 **Other Ways to Register**

3.2.1 **In-Person Registration**

If you are a new Independent (Special) Student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only. Please call Client Services for an appointment at: 514-398-6200.

**Note:** A registration appointment is not the same as an appointment to see an adviser. If you wish to meet with one of our advisers, please call for a separate appointment (see section 8.2: Contact Information for Continuing Studies Advising).

Please consult our website for specific dates for the Fall, Winter and Spring/Summer term in-person registration.

If you are required to take a Language Classification test, schedule an appointment at least two days after your test.

**What to Bring to In-Person Registration:**

**Returning Students**

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisfactory completion of prerequisite courses

**Newly Admitted Students**

1. Your letter of admission
2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see section 2.2.1: Why Does McGill Collect Legal Documents from You?

**New Independent (Special) Students**

(See School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > : Undergraduate Courses and : Graduate Courses.)

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.
   For more information, see section 2.2.1: Why Does McGill Collect Legal Documents from You?
2. Your Permanent Code from the Government of Quebec (see section 2.2.1: Why Does McGill Collect Legal Documents from You?)
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see School of Continuing Studies > Areas of Study > Career and Professional Development > Undergraduate Certificate Programs, Part-Time BCom > Admission Regulations for Certificate Programs > : Proof of Proficiency in English)

**Independent (Special) Students Registering in Graduate-Level Courses**

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the Gouvernement du Québec, Ministère de l'Immigration, de la Diversité et de l'Inclusion
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > Academic Regulations > : Proof of Proficiency in English)

Failure to provide the documents listed above will result in your not being permitted to register in courses.

For Translation Studies, see School of Continuing Studies > Areas of Study > Translation Studies > Translation Studies Programs and Courses > Translation Programs > : Translation Programs: General Academic Requirements.
International Students

In addition to the above, international students should bring:

1. A completed Study Plan

   **Note:** Once accepted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to info.conted@mcgill.ca.

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see section 2.2.1: Why Does McGill Collect Legal Documents from You?)

3. Valid passport

4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

3.2.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area:

**Registration for Short Courses, Seminars, and Workshops**

*section 1: General Policies and Information*
- Professional Development and Non-Credit Offerings (CE Units and Other)
- About the McGill Community for Lifelong Learning (MCLL)

3.2.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at www.mcgill.ca/continuingstudies/registration. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see section 3.2.1: In-Person Registration).

3.2.4 Registering by Mail, Fax, or by Web

If you are registering for courses, workshops, or seminars offered by Career and Professional Development or by Faculty Partnerships and Summer Studies, refer to the specific course on the website at www.mcgill.ca/continuingstudies/contact-us. In some cases, you may be able to register by mail, fax, or via web.

3.3 Course Information and Regulations

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.

Not all courses listed are offered every year.

- **Note for Graduate Studies:** You are advised to also refer to University Regulations & Resources > Graduate > Regulations > Registration and : Student Records.

- **Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication.

- **Note for Summer Studies:** Refer to : Student Types and Registration Procedures and section 5: Student Records for further information.

3.3.1 Classes with Limited Enrolment

The School reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma, and degree programs.
3.3.2 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

3.3.2.1 How to Change (Add/Drop/Withdraw) a Course

3.3.2.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- Online using Minerva (Registration Menu)
- In person by completing a “Course Change Form” available at www.mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. You will be charged a $20 administrative fee for each course dropped. Refer to the Important Dates Supplement for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

3.3.2.1.2 How to Withdraw From a Course – Grade of “W”

You can withdraw from a course in one of two ways:

- Online using Minerva (Registration Menu)
- In person by completing a “Request for Course Withdrawal Form” available at www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal and bringing it to the Client Services Office

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund. If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of “W,” which does not affect your CGPA. Failure to officially withdraw will result in a grade of “J” (incomplete/failure), which counts as “0” in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the Important Dates Supplement for specific dates.

3.3.2.2 Minerva Registration Schedule 2019–2020

<table>
<thead>
<tr>
<th>Registration</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning students</td>
<td>June 11 to September 3</td>
<td>October 3 to January 6</td>
</tr>
<tr>
<td>Newly admitted students</td>
<td>June 18 to September 3</td>
<td>October 10 to January 6</td>
</tr>
<tr>
<td>Returning (Independent) Special Students</td>
<td>June 18 to September 3</td>
<td>October 10 to January 6</td>
</tr>
</tbody>
</table>

Late Registration and Add/Drop Period

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students except for those in non-credit Professional Development and Faculty Partnerships and Summer Studies courses</td>
<td>September 4–17</td>
<td>January 7–21</td>
</tr>
</tbody>
</table>

3.3.2.3 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva. Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing; otherwise, any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

Note: Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Studies course, the Continuing Studies course change deadlines do not apply to you; see www.mcgill.ca/importantdates for deadlines that apply to your faculty.

Refund Request
To make a request for a refund, log into Minerva and follow the Student Accounts menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

### 3.3.3 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."

### 3.4 Class Schedule

*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 in the schedule 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.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g., Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at www.mcgill.ca/importantdates/key-dates.

**Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication.

**Note for Medicine:** This section is not applicable to M.D., C.M. students; see www.mcgill.ca/agme.

### 3.5 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the Important Dates Supplement at www.mcgill.ca/continuingstudies/registration or in School of Continuing Studies > Getting Started > Key Dates, 2019–2020. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the Student Accounts website.

### 3.6 Registration in Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Studies program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Adviser. The School registration regulations apply to these courses, including withdrawals, refunds, and requests for transfers.

Registration regulations of the faculty where the course is taken do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

**Note:** Some faculties do not offer supplemental examinations. Any failed course must be repeated.
3.7 Quebec Inter-University Transfer Agreement

3.7.1 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. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. 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 your 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/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 approved course. 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.

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

Note for Engineering: For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see www.mcgill.ca/engineering/students/exchanges-study-away/study-away.

Note for Nursing: You must obtain permission from the Ingram School of Nursing to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing’s 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 (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see www.mcgill.ca/students/iut for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of ‘C’.

Note for Physical and Occupational Therapy: The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.

3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students

Note for Health Sciences: This section applies only to the Ingram School of Nursing.

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/iut](http://www.mcgill.ca/students/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 approved course. At McGill, you have to register on Minerva ([www.mcgill.ca/minerva](http://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 of 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 to the online Quebec Inter-University Transfer (IUT) application.

Note for Engineering: Courses administered by the Faculty of Engineering that are offered in the Summer term are open to McGill students only.

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 University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > section 3.2.1: In-Person Registration).

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

### 4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees). The University will publish this schedule as soon as the fees for the 2019–2020 academic year are announced. The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

#### 4.1 Access to Fee Information

You can view your Account Summary by Term on [Minerva](http://www.mcgill.ca/minerva). The Fall 2019 term fees will be accessible in mid-July.

#### 4.2 Billings and Due Dates for Continuing Studies Students

**Invoicing of Fees**

Fees are assessed on a term-by-term basis.

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

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

**Late Payment Fees**

If you have an outstanding balance greater than $100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in section 4.5: Other Fees for Continuing Studies Students.

**Payment Procedures**

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

#### 4.3 Tuition Fees

Tuition rates are subject to change each academic year. Please access Tuition and fees at [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees). The annual rates of tuition and fees are updated as soon as they are known.
4.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students

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](http://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/](http://www.mcgill.ca/student-accounts/). If you have any questions, contact [Service Point](http://www.mcgill.ca/student-accounts/).

4.2 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](http://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 & Fees > General Tuition and Fees Information.

For more information concerning fee exemptions, visit [www.mcgill.ca/student-accounts/](http://www.mcgill.ca/student-accounts/). If you have any questions, contact [Service Point](http://www.mcgill.ca/student-accounts/).

4.3 Tuition Fees for Continuing Studies: Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in [section 3.3: Course Information and Regulations](http://www.mcgill.ca/continuingstudies/fees-and-tuition) or on the Continuing Studies website at [www.mcgill.ca/continuingstudies/fees-and-tuition](http://www.mcgill.ca/continuingstudies/fees-and-tuition). The MACES fee is included where applicable (see [section 13.8: Student Governance: McGill Association of Continuing Education Students (MACES)](http://www.mcgill.ca/continuingstudies/fees-and-tuition)).

4.4 Compulsory Fees for Continuing Studies Students

McGill Association of Continuing Education Students (MACES) Fee

A fee of $12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

**Exceptions:**

1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
2. The MACES fee does not apply to students who are already members of the undergraduate or graduate campus level society (SSMU, PGSS, or MCSS), except in certain cases where the student is in more than one program. For further information about MACES, see section 13.8: Student Governance: McGill Association of Continuing Education Students (MACES).

SCS Career Development Success Package (SCSD)
This fee is non opt-outable and is charged to all School of Continuing Studies (SCS) students who are members of MACES, registered in credit and non-credit courses in the Fall, Winter, and Summer terms. Students enrolled in credit courses are charged $6.60 per credit and students in non-credit courses are charged the corresponding amount ($6.60 per billing hour, typically three per course).

Students will have access to a consolidated suite of services offered by the McGill Writing Centre (MWC) Tutorial Service, while they remain fee-paying students, in addition to career services provided by the Career Advising and Transition Services (CATS) unit while fee-paying students and up to 18 months post-graduation. The fee is valid for five years, effective Fall 2019, up to and including Winter 2024 at which time MACES will bring the student fee back to the student body in a referendum.

4.4.1 Administrative Charges
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 technological services provided to students as well as to provide training and support to students in the use of new technologies.

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with convocation ceremonies. Students who attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see www.mcgill.ca/student-records/transcripts for further information.

Copyright Fee – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

General Administrative Charge – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

4.5 Other Fees for Continuing Studies Students

Other Fees (rates as of 2019-2020)

International Student Health and Accident Plan (compulsory):

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$1161</td>
</tr>
<tr>
<td>Dependant</td>
<td>$3,564</td>
</tr>
<tr>
<td>Family (one student with two or more dependants)</td>
<td>$6,777</td>
</tr>
</tbody>
</table>

Application for Admission (credit programs) | $89.52

Late Registration (non-refundable) | $25

Language Placement Test | $38.17

Course Transfer | $20

Course dropped prior to refund deadline | $20

Re-reading an Examination Paper (refundable if the letter grade is increased) | $41.07
**Other Fees (rates as of 2019-2020)**

Supplemental Examinations $41.07

Duplicate ID card $25

Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):

- Balances between $100.01 and $300 $25
- Balances between $300.01 and $1,000 $50
- Balances greater than $1,000 $75

Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)

Returned cheque or Pre-Authorized Debit payment* $45

Cheque Refund charge:

- on balances less than $100 $10
- on balances $100 and over $20

Reinstatement Penalty (see section 4.6.1: Overdue Accounts) $150

Rescheduled Examinations $33.12

Exemption by Examination $114.37

Comprehensive Challenge Examination (English and French Language Programs) $110.40

McGill School of Continuing Studies Test of English Language Proficiency (TELP) $118.81

Intensive Language Programs:

- Application Fee $86.41
- Course cancellation prior to refund deadline $200

* Note: Please note that the $45 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.

### 4.6 Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.
4.6.1 Overdue Accounts

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.

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. See www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue for more information.

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.

4.6.1.1 Information for Registered Students

If you register for a term, but still owe amounts from previous terms, you must either pay your previous term account balance 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 to discuss the possibility of obtaining financial aid:

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3
Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

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.

4.6.1.2 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.

4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in section 4.6.1: Overdue Accounts, before the University cancels your current and subsequent 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 restate your registration for the current or subsequent term(s), you must complete the Request for Reinstatement form (available at 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 a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the Student Accounts website.

4.6.2 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.

4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment.

Degree Transfers: International students who transfer to degrees in Computer Science, Engineering, Law, Management, or Science will be charged the tuition rate in effect for newly admitted students to those degrees in their term of transfer.

Break in Enrolment: International students in Computer Science, Engineering, Law, Management, or Science, who apply for readmission after an absence of four consecutive terms or more, will be charged the tuition rate in effect for newly admitted students in their term of readmission.
4.6.4 Deferred Fee Payment for Continuing Studies Students

Students with Sponsors

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

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

4.6.5 Fees for Students in Two Programs

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level 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-tuition-and-fees-information/exchange-senior-citizens-part-time-and-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.

4.6.6 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 3.7: Quebec Inter-University Transfer Agreement. The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in section 4.2: Billings and Due Dates for Continuing Studies Students to ensure that they do not miss critical payment deadlines.

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

4.7 Loans and Bursaries for Continuing Studies Students

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to www.mcgill.ca/studentaid for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

4.8 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the Ministère du Travail, de l’Emploi et de la Solidarité sociale Québec as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploiquebec.gouv.qc.ca/en.

4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202A, and Relevé 8 slips are issued on Minerva under the Student Accounts Menu by the end of February each year. Note that a Quebec permanent code, 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 T4A 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 on www.mcgill.ca/student-accounts/your-account/tax-information.
5 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.

5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each 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.

- section 5.1.1: Academic Standing: Desautels Faculty of Management
- section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences
- section 5.1.3: Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)
- section 5.1.4: Academic Standing: Faculty of Education
- section 5.1.5: Academic Standing: Faculty of Engineering
- section 5.1.6: Academic Standing: Faculty of Law
- section 5.1.7: Academic Standing: School of Continuing Studies
- section 5.1.8: Academic Standing: Schulich School of Music

5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > Academic Standing.

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see Faculty of Agricultural and Environmental Sciences > Undergraduate > About the Faculty of Agricultural and Environmental Sciences, including School of Human Nutrition (Undergraduate) > Faculty Information and Regulations > Academic Standing.

Farm Management and Technology students, see Faculty of Agricultural and Environmental Sciences > Undergraduate > Farm Management and Technology Program > Academic Rules and Information – FMT.

5.1.3 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.

5.1.3.1 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.

5.1.3.2 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 must carry a reduced load (maximum 14 credits per term);
• 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.

5.1.3.3 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 must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
• you should see your departmental adviser to discuss your course selection;
• you should see your Faculty adviser to discuss degree planning.

5.1.3.4 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 must carry a reduced load (maximum 14 credits per term);
• 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 must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For Arts, see www.mcgill.ca/oasis/students/seeking-readmission. For Science (including B.A. & Sc.) see www.mcgill.ca/science/student/general/readmission. 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 Faculty of Science > Undergraduate > Browsing Academic Units & Programs > Science or Mathematics for Teachers.

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

- Standing awaits deferred exam.
- Must clear Ks, Ls, 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 University Regulations and Resources > Undergraduate > Student Records > Incomplete Courses.

**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.

### 5.1.4 Academic Standing: Faculty of Education

Education students, see Faculty of Education > Undergraduate > Faculty Regulations for Undergraduate Programs > Academic Standing.

### 5.1.5 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.

#### 5.1.5.1 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.

#### 5.1.5.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you have either:
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.

5.1.5.3 Un satisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you have either:

- a CGPA that is less than 1.20
- 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 2.0 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.

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/students/undergraduate/advising-programs/academic-standing.

5.1.6 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 at least 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.

5.1.7 Academic Standing: School of Continuing Studies

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

5.1.8 Academic Standing: Schulich School of Music

Music students, see Schulich School of Music > Undergraduate > Academic Information > Academic Policies.

5.2 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 you 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 the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.

Note for Summer Studies: For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

5.2.1 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) rating. These courses do not normally count toward the fulfillment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One CE unit represents ten hours of participation.

5.3 Grading and Grade Point Averages (GPA) for Continuing Studies

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.

For undergraduate courses, 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.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfill program requirements. You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

<table>
<thead>
<tr>
<th>Undergraduate Grading</th>
<th>Grade Points</th>
<th>Numerical Scale of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85–100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80–84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75–79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70–74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>65–69%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>60–64%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>55–59%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50–54%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0–49%</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass</td>
</tr>
</tbody>
</table>

* A grade of D is a conditional (non-continuation) pass:
  • If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
  • If you obtain a grade of D in a required course, the course will not count toward your program.

<table>
<thead>
<tr>
<th>Graduate Grading</th>
<th>Grade Points</th>
<th>Numerical Scale of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
<td>Grade Points</td>
<td>Numerical Scale of Grades</td>
</tr>
</tbody>
</table>
### Graduate Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85–100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80–84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75–79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70–74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>65–69%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0–64%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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 grade 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 grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

### Other Grades for Continuing Studies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>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.</td>
</tr>
<tr>
<td>K</td>
<td>incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).</td>
</tr>
<tr>
<td>KE or K*</td>
<td>further extension granted (see “Incomplete Courses”).</td>
</tr>
<tr>
<td>KF</td>
<td>failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.</td>
</tr>
<tr>
<td>KK</td>
<td>completion requirement waived. Not calculated in TGPA or CGPA.</td>
</tr>
<tr>
<td>L</td>
<td>deferred examination.</td>
</tr>
<tr>
<td>LE or L*</td>
<td>permitted to defer examination for more than the normal period.</td>
</tr>
<tr>
<td>NE</td>
<td>no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.</td>
</tr>
<tr>
<td>NR</td>
<td>no grade reported by the instructor (recorded by the Registrar).</td>
</tr>
</tbody>
</table>
### Other Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>pass; not calculated in TGPA or CGPA.</td>
</tr>
<tr>
<td>Q</td>
<td>course continued in next term (applicable only to courses taken pre-Fall 2002).</td>
</tr>
<tr>
<td>W</td>
<td>withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.</td>
</tr>
<tr>
<td>WF</td>
<td>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.)</td>
</tr>
<tr>
<td>WL</td>
<td>faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.</td>
</tr>
<tr>
<td>NA or &amp;&amp;</td>
<td>grade not yet available.</td>
</tr>
<tr>
<td>W− or –</td>
<td>no grade; student withdrew from the University, not calculated in TGPA or CGPA.</td>
</tr>
</tbody>
</table>

### 5.4 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

#### 5.4.1 Transcript of Academic Record: General Information

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.

The University issues official transcripts in electronic or paper format. Requests for both electronic official (eTranscripts) and paper transcripts are submitted in Minerva.

eTranscript PDFs are sent the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the National Student Clearing House, a US-based non-profit organization and leading provider of trusted, educational data exchange and verification services. A minimal fee applies.

Paper official transcripts are processed in 3 to 5 working days (5 to 7 during peak periods) and are mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to Official Transcripts.

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

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

#### 5.4.2 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 5.4.4: Official Transcripts.

#### 5.4.3 Verification of Student Records: Unofficial Transcripts

Subject to section 5.8: Changes to Student Records after Normal Deadlines, you are responsible for verifying your academic record on Minerva using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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

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

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

For more information on transcripts, applicable costs, delivery method, and processing time, see www.mcgill.ca/student-records/transcripts.

Currently Registered Students: Use Minerva to order an official transcript at Student Menu > Student Records Menu > Request Printed/Official Transcript.

Alumni or former students who were registered or graduated as of 1972 or later: You must submit your request in Minerva at Student Menu > Student Records Menu > Request Printed/Official Transcript and will require login credentials. Please visit the IT Knowledgebase (www.mcgill.ca/it) to view how to obtain your McGill ID & Minerva PIN.

Alumni or former students who were registered or graduated prior to 1972 (archived records): You must submit an online Request for Archived Official Transcript located at: www.mcgill.ca/student-records/transcripts/printed-transcripts and will be required to provide a copy of a government-issued Photo ID.

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

5.4.5 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 University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > 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).

5.5 Unexcused Absences for Continuing Studies 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).

5.6 Incomplete Courses for Continuing Studies

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).

Notes:

• If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work.
• 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.
• 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.
• In exceptional circumstances, and with the approval of the Director of the unit, 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.
• All students who miss a final exam are given a grade of J. For more information regarding the J grade, see section 5.5: Unexcused Absences for Continuing Studies Students.
5.7 Non-Evaluated Work for Continuing Studies Students

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at: www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades, prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at: www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades. Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors or concentrations), status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

5.8.2 Registrar Deadlines

Fall term – January 31
Winter term – June 1
Summer term – October 1

5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the section 5.8.2: 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.

5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the section 5.8.2: 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. You may be assessed a fee for a change requested after Registrar deadlines. 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.

5.8.5 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.
5.8.6 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 2.2.1: Why Does McGill Collect Legal Documents from You? You may be assessed a fee for a change requested after the submission deadline.

5.9 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on Minerva under the Student Records Menu. You can also make a request at the Client Services Office. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript (www.mcgill.ca/student-records/transcripts).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see www.mcgill.ca/student-records/proof-reg.

6 Examinations: General Information

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

In addition to the University Student Assessment Policy (available on the Secretariat website) and the general examination regulations listed at www.mcgill.ca/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, smart watches, 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 (available on the Secretariat website) and the Code of Student Conduct and Disciplinary Procedures (available at www.mcgill.ca/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/students/undergraduate/courses-registration/exams-assessment.

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

**Note for Medicine:** Refer to www.mcgill.ca/ugme/policies-procedures/examinations.
Note for Continuing Studies Students: You should consult the academic sections of this publication for particular regulations.

6.1 Class Tests

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

6.2 Examination Facilities for Students with Disabilities

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/oud.

6.3 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.

6.4 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.

Note for Summer Studies: All information pertaining to final exam conflicts can be found at www.mcgill.ca/summer/finalexams.

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

6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students

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.

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.

Note for Continuing Studies: Regulation 1 also applies to graduate-level courses.

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.

Note for Continuing Studies: Regulation 9 is not applicable to Continuing Studies students.

10. These regulations, and any variations to them, shall be made known to students by each faculty.

Note for Continuing Studies: Regulation 10 is not applicable to Continuing Studies students.

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

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.

Note for Continuing Studies: Students should consult www.mcgill.ca/continuingstudies/exams.

6.4.2 Deferred Examinations for Continuing Studies Students

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 Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Deferred Examinations: Faculty of Engineering. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.

Note for Continuing Studies: There is no supplemental examination schedule.

You must apply for deferred examinations on Minerva if you are in one of the following faculties and schools:

- Agricultural and Environmental Sciences, incl. Human Nutrition
- Arts, incl. Information Studies, Religious Studies, and Social Work
- Continuing Studies
- Education
- Engineering
- Physical and Occupational Therapy
- Science, incl. Computer Science

If you do not belong to one of the above faculties, consult your faculty for application procedures.

The final application deadline 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) for the following faculties and schools:

- Agricultural and Environmental Sciences, incl. Human Nutrition
- Arts, incl. Information Studies, Religious Studies, and Social Work
- Continuing Studies
- Education
- Management
- Science, incl. Computer Science

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.

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 there are no supplemental exams in Agricultural and Environmental Sciences, Management courses, or for the School of Continuing Studies. 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).

For Summer term courses, check with your Client Services Office on the availability and restrictions on deferred and supplemental examinations.
If you have already written an examination, you cannot later request for the exam to be deferred. You should consult your Client Services Office regarding the availability of supplemental examinations.

### 6.4.3 Examination Conflicts for Continuing Studies Students

If you have an examination conflict, you must complete an “Examination Conflict Form” and return it to the Client Services Office for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation, and there is a $32.25 fee (non-refundable) for rescheduling an examination. Only under exceptional circumstances are examinations rescheduled. You can find the form at [www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals](http://www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals).

### 6.4.4 Supplemental Examinations

To write a supplemental examination for a course, you must submit a request on Minerva ([www.mcgill.ca/minerva](http://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 non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other);
- 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 the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management, Music, or Nursing;
- 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 before you write the supplemental examination;
- 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 grade 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 grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer Studies 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 where you have written 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 or Service Point. 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, you will receive credit for the course.

You must verify the date and time of the supplemental examination, and make yourself available to write the exam. Supplemental examinations for courses taken in the Fall term will be written during Study Break the following Winter semester. Supplemental examinations for courses taken in the Winter term will be written in August of that year. Dates can be found at [www.mcgill.ca/exams/dates](http://www.mcgill.ca/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](http://www.mcgill.ca/students/advising).

**Note for the Faculty of Engineering:** Supplemental examinations are available for the following courses: CHEM 110, CHEM 120, CHEM 212, CHEM 234, COMP 202, MATH 133, MATH 140, MATH 141, PHYS 131, PHYS 142, and other courses administered by the Faculty of Science as well as courses administered by the Faculty of Arts (e.g., some Complementary Studies courses from Group A Impact of Technology on Society and from Group B Humanities and Social Sciences, Management Studies and Law).
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. These courses are offered by the Faculty of Science, but administered by the Faculty of Engineering. If you are not sure which courses offer supplemental examinations, please contact the Engineering Student Centre.

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/courses/exams.

6.4.5 Reassessment and Reread Policy for Continuing Studies Students

In accordance with the Charter of Students’ Rights (available at www.mcgill.ca/students/srv/policies-student-rights-and-responsibilities), and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

Students also have a right to an impartial and competent reread of any written assignment completed during the course of the semester, as well as final exams. However, it is strongly recommended that students meet with the course instructor before requesting a third-party reread.

Reassessments in courses not offered by the School of Continuing Studies (SCS) are subject to the deadlines, rules, and regulations of the relevant Faculty.

Students are required to keep any material, in its wholeness and original form, as it was returned to them. A reassessment request will be refused if the relevant material is not provided in support of the request.

Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

- section 6.4.5.1: Reassessment of an Assignment or a Mid-term by the Instructor
- section 6.4.5.2: Reread of an Assignment or a Mid-term Exam by a Third Party
- section 6.4.5.3: Reread of a Final Exam by a Third Party
- section 6.4.5.4: Mark Verification

6.4.5.1 Reassessment of an Assignment or a Mid-term by the Instructor

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to section 6.4.5.3: Reread of a Final Exam by a Third Party.

Reassessment of a group-written assignment requires the consent of all members of the group.

Requests for a review of a specific assignment must be made directly to the instructor within 10 working days* of the date of return of the graded material. Results of the reassessment will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment must be made directly to the instructor within 3 working days* of the date of return of the graded material. Results received after this deadline will not be considered. Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* “Working days” means Monday through Friday.

6.4.5.2 Reread of an Assignment or a Mid-term Exam by a Third Party

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to section 6.4.5.3: Reread of a Final Exam by a Third Party.

Students who wish to contest a grade for a specific assignment should first meet with the instructor and discuss their concerns and questions. If a student remains dissatisfied with the grade, he or she may submit a request for a third-party reread of the assignment in question.

A request for third-party rereads involving group work require the consent of all members of the group. In such cases, only one reread fee will be assessed. Students seeking a third-party reread must apply to SCS Client Services; exact fee amounts and details are available on the Student Accounts website.

Requests for a third-party reread of a specific assignment must be made within 10 working days* of the date of return of the graded material. Results received after this deadline will not be considered. Results of the reassessment will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. The third-party reviewer’s grade takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment must be made directly to the instructor within 3 working days* of the date of return of the graded material. Results received after this deadline will not be considered. Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* “Working days” means Monday through Friday.
6.4.5.3  Reread of a Final Exam by a Third Party

It is strongly recommended, though not required, that students meet with the course instructor before requesting a reread of a final exam. Requests for a reread of a final exam are administered by the Student Affairs Office in the SCS Client Services unit; exact fee amounts and details are available on the Student Accounts website.

Students must apply in writing by the following deadlines:

- **September 30** for courses offered in the Spring/Summer term
- **January 30** for courses offered in the Fall term
- **May 30** for courses offered in the Winter term

For English and French Intensive Language Programs, students must apply in writing by the following deadline:

- **2 working days* from the date when final exam grades are posted**

All deadlines are strictly enforced, and no late requests will be accepted. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* "Working days" means Monday through Friday.

6.4.5.4  Mark Verification

In a case where a student believes that an error has been made in arriving at the final grade for a course as a whole, a Verification of Grade form must be completed at the SCS Client Services Office requesting that the instructor carry out a detailed check that the final course grade has been computed correctly.

For all courses and programs of study, the request must be made within 10 working days* of the date on which the final grade appears on the student's transcript. Requests received after this deadline will not be considered. The mark verification process should normally be completed within 20 working days* of receipt of the request by SCS Client Services.

* "Working days" means Monday through Friday.

6.5  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 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

Please consult the Exams website for complete information on fees, payment, and how to arrange for a proctor exam at McGill.

6.5.1  Contact Information

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

7  Graduation

In order to graduate, you must complete faculty and program requirements in the program you were admitted to and registered in. 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. Some faculties may require a higher CGPA in order to graduate.

You should contact your 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 their faculty under Faculties & Schools > Graduate > Program Requirements for information on minimum residency requirements for graduate programs. This information is listed for each faculty, so you can also access it through your faculty's graduate pages.

**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.

### 7.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use 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 7: 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/graduation/applying.

Once you apply to graduate, you are authorizing the University to include your name in the convocation program and send your name and email to the academic regalia supplier. If you want your name to be omitted from this publication or withheld from the regalia supplier, you must complete an Opposition Form by March 15 for Spring convocation, and September 15 for Fall convocation.

#### 7.1.1 Deadlines

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

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

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

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

**Note for Graduate and Postdoctoral Studies**: If you miss one of these deadlines, you must follow the procedures at www.mcgill.ca/gps/students/registration/graduating. 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 McGill eCalendar.

**Note for Physical and Occupational Therapy**: You must be in Satisfactory Standing with a minimum CGPA of 2.30 to graduate.

### 7.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on 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/graduation/convocation for information regarding convocation ceremonies.

Note for Medicine and Dentistry: 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.

7.3 Graduation Honours

The following sections describe honours that may be conferred at graduation.

7.3.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

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.

Note for Continuing Studies Students: If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

7.3.2 Graduation Honours: Distinction for Continuing Studies Students

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, the Ingram School of Nursing, and 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.

7.4 Awards for Continuing Studies Students

The American Express Prizes in Management – Treasury/Finance
Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/Finance). One award will be available for each of the Spring and Fall convocations, and awarded by the Executive Committee of the School of Continuing Studies. Value: $350 each.

Bernard J. Finestone Prizes in General Insurance
Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill School of Continuing Studies. Awarded by the Executive Committee of the School. Value: $400 each.

The Edward C. Webster Prize in English as a Second Language
Established in 1989 in memory of E.C. Webster in recognition of his contribution to the School of Continuing Studies as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English. Value: $300.

Honda Ste-Rose Awards
Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations.
Value: $250 each.

**Jacob Jonker Memorial Prize**
Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the School of Continuing Studies on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations.
Value: minimum $500 each.

**McGill Associates Prize in Management**
Awarded annually by the Executive Committee of the School of Continuing Studies to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program.
Value: $300.

**McGill Associates Prizes in Translation**
Awarded annually to the student with the best academic record over the entire program in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French.
Value: two prizes of $300.

**Resolute Forest Products Prizes**
Established in 1980, to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations.
Value: $350 each.

**Tata Communications Prize in French as a Second Language**
Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.
Value: $300.

Students are eligible for awards only in the year they have completed their program.

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### 7.5 Replacing a Diploma

#### 7.5.1 Required Documents

**Replacing a lost diploma**
You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

**Requesting a diploma or modifying your name**
You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload 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. Make sure to indicate any changes you want made in your written request.

#### 7.5.2 Submitting your request

There are two ways to submit a request:

1. **Via Service Point Checkout eStore** – Follow the instructions found at [www.mcgill.ca/graduation/diplomas](http://www.mcgill.ca/graduation/diplomas), first, then to submit the order go to [spcheckout.mcgill.ca](http://spcheckout.mcgill.ca).

2. **Come to Service Point** in person with the required documents. You must pay the replacement fee of CAD$120 per diploma copy (includes trackable mail delivery). Payment is accepted by debit card only. 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.

#### 7.5.3 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

**Submitting your request for a certified copy**
There are two ways to submit a request:
1. Via Service Point Checkout eStore – Follow the instructions found at www.mcgill.ca/graduation/diplomas first, then to submit the order go to spcheckou.mcgill.ca.

2. In person:
   - Come to Service Point with 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, and indicate how many copies you need;
   - Indicate if you require certified translations, and if yes, in what language (i.e., English or French);
   - Pay the CAD$15 per copy fee payable via debit card only.

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

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7.6 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/continuingstudies/area-of-study/languages).

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:

<table>
<thead>
<tr>
<th>Professional Groups</th>
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<tbody>
<tr>
<td>Agrologists</td>
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<td>Lawyers</td>
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<td>Architects</td>
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<td>Licensed General Accountants</td>
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<td>Chartered Accountants</td>
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<td>Nurses</td>
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<td>Chartered Appraisers</td>
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<td>Occupational Therapists</td>
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<td>Chemists</td>
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<td>Psychologists</td>
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<td>Engineers</td>
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<td>Social Workers</td>
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<td>Geologists</td>
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<td>Speech Therapists and Audiologists</td>
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<tr>
<td>Industrial Administration Accountants</td>
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<td>Urbanists</td>
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<tr>
<td>Industrial Relations Counsellors</td>
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<tr>
<td>Vocational Guidance Counsellors</td>
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7.7 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.

8 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. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different Types of Advising and Advisers and how they can help you reach your goals. You should also consult the advising information provided on your Faculty’s website (Contact Information for Student Affairs Offices) and on the Academic Advising website.

8.1 The Role of the Student in 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.

8.2 Contact Information for Continuing Studies Advising

Client Services Office

Telephone: 514-398-6200
Email: info.conted@mcgill.ca
Website: www.mcgill.ca/continuingstudies/client-services

Career and Professional Development

Please contact Client Services to make an appointment with an adviser for both undergraduate- and graduate-level programs.

Telephone: 514-398-6200

Language and Intercultural Communication

France Bruneau
Telephone: 514-398-7514

Translation Studies

Client Services Office
Telephone: 514-398-6200

9 Service Point

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

Some of the many services offered at Service Point for undergraduate and graduate students:

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

Arts or Science students will also be able to inquire about:
• course and 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/servicepoint.

9.1 Location

3415 McTavish Street (corner Sherbrooke)
Montreal QC H3A 0C8
Telephone: 514-398-7878
Opening hours: please refer to www.mcgill.ca/servicepoint
Email: please refer to www.mcgill.ca/servicepoint/contact-us

10 Student Services

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

10.1 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238
Website: www.mcgill.ca/studentservices

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS 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.

10.2 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.
10.3 Office for Students with Disabilities

The OSD provides services and supports to meet the needs of students experiencing barriers related to disability, illness, and injury both of a permanent or temporary nature.

Main Office
1010 Sherbrooke W., Suite 410
Telephone: 514-398-6009
Email: disabilities.students@mcgill.ca

Exam Centre
Redpath Library Building
3459 McTavish, Suite RS-56
Telephone: 514-398-2480
Email: exams.osd@mcgill.ca

Website: www.mcgill.ca/osd

10.4 Ombudsperson for Students

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

The mandate of the Ombudsperson for Students at McGill University is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson
3610 McTavish
Main Floor, Suite 14
Telephone: 514-398-7059 (for an appointment)
Website: www.mcgill.ca/ombudsperson

10.5 Optional Student Services

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

10.5.1 Optional Student Services Package for Continuing Studies Students

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to McGill's Career Planning Service (CaPS), First People's House, Student Wellness Hub (appointments with physicians, nurses, counsellors, psychiatrists, and other clinicians, and access to urgent care and lab services), International Student Services, Off-Campus Housing, Office of Religious and Spiritual Life (MORSL), Office for Students with Disabilities, and Tutorial Service.

For more information about the optional Student Services fees, see the Continuing Studies Fees section of www.mcgill.ca/student-accounts/continuing-studies-fees.

A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

Office of the Senior Director, Services for Students
10.5.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career information and individual job search and career advising for students, as well as career fairs, a career resource library, a mentor program, CV drop-in-clinic, and career development workshops. Students have access to job and internship opportunities each year through the myFuture career management platform. The fee for CaPS per term is $80.50, not including GST and QST (September, January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at www.mcgill.ca/caps.

You may contact CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: careers kaps@mcgill.ca
Website: www.mcgill.ca/caps

10.5.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include:

- Fitness Centre, aerobics room, two gymnasium;
- basketball, volleyball, indoor and outdoor tennis, squash, and racquetball courts;
- indoor and outdoor track;
- outdoor fields, stadium, pool, and diving boards;
- dance, fitness, and fencing studios;
- Sports Medicine clinic;
- locker rooms and lounges;
- Pro Shop and snack bar.

For membership rates, see the McGill Athletics website. You may obtain further information or sign up for a membership at:

Sir Arthur Currie Memorial Gymnasium
475 Pine Ave. W.
Telephone: 514-398-7000
Website: www.mcgillathletics.ca

10.5.4 Parking for Continuing Studies Students

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/transport/parking, or call 514-398-4559.

10.5.5 University Centre for Continuing Studies Students

Food and beverage services are available to Continuing Studies students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

10.5.6 Tutorial Service for Continuing Studies Students

McGill's Tutorial Service offers peer tutoring for Continuing Studies students.

Brown Student Services Building, McTavish Entrance AskMcGill Information Desk
Telephone: 514-398-8238
Email: tutoring.service@mcgill.ca
Website: www.mcgill.ca/tutoring

McGill Writing Centre Tutorial Service
The McGill Writing Centre Tutorial Service provides writing support for all students at both the Downtown and Macdonald campuses. Our tutors work with students at every stage of the writing process, from outlining to final revision. For more information, visit www.mcgill.ca/mwc/tutorial-service.

10.6 Bookstore

10.6.1 Downtown Campus

The Le James – McGill Bookstore sells new and used textbooks, a full range of books for the academic and professional community, stationery supplies, technology, and McGill clothing and gift items. Visit the Le James website to sign up for email reminders so you are the first to know about services such as used textbook buyback and other events.

The Le James – McGill Bookstore operates in multiple locations. Please visit the Le James website for details and directions.

- Course Materials and General Books
  3544 Parc Avenue
  Telephone: 514-398-8354

- Clothing, Technology, and Continuing Studies Course Materials
  680 Sherbrooke Street West
  Telephone: 514-398-5025

- Mobile Store (Seasonal)
  McGill Lower Campus
  Webstore: lejames.ca

10.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

- Robber's Roost Bookstore
  Macdonald Campus Centennial Centre
  Telephone: 514-398-8300
  Website: mcss.mcgill.ca/bookstore

10.7 Computer Store

All technology products (hardware, software, and accessories) can now be found at Le James – McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at sales.mcs@mcgill.ca.

10.8 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at www.mcgill.ca/library/services/workshops.

10.9 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

11 Information Technology (IT) Services

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 network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more;
• search the McGill IT Knowledge Base for FAQs and How-To articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number;
• view IT security alerts, such as phishing emails that target McGill;
• check the status of key services;
• send us your feedback or get help on an IT issue;
• read featured articles on computer security, new software, and other timely tips;
• view announcements about new services and scheduled downtimes.

11.1 Get Started with IT for Students

Under the Get Started tab you’ll find a section on IT services specifically for students, including the myMcGill portal and myCourses (for online course content). You’ll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading McGill-provided software.

12 Resources for Study and Research

Resources for study and research at McGill University include libraries, archives, museums, laboratories, and other historical collections.

12.1 Libraries

The McGill Library system provides access to over 6 million items, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit www.mcgill.ca/library/branches for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The Library's website (www.mcgill.ca/library) is the portal to all our resources and services for your learning and research needs. There are thousands of databases available that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your subject guide to get started. In addition, unique scholarly materials from the Rare Books and Special Collections have been digitized and are accessible through the library's website. Our website also provides access to items such as newspapers and McGill theses.

Friendly staff in each branch library can help you locate the information you need. Students have liaison librarians for their departments. Liaison librarians provide workshops on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, or via online chat.

Most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be booked for use. Wireless access is available throughout the library, as are hundreds of computers, and all libraries have printing, scanning, and copying machines. Facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our Interlibrary Loan and Document Delivery Service will obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

12.2 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements 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 do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: www.mcgill.ca/mwc.

Undergraduate Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEAP 150</td>
<td>Critical Analysis and Composition</td>
<td>3</td>
<td>Instructor permission required</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Credits</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------</td>
<td>---------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>CEAP 250</td>
<td>Research Essay and Rhetoric</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CESL 299</td>
<td>ESL: Academic English Seminar</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CESL 300</td>
<td>ESL: Academic English 2</td>
<td>3</td>
<td>Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)</td>
</tr>
<tr>
<td>CESL 400</td>
<td>ESL: Essay &amp; Critical Thinking</td>
<td>3</td>
<td>Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)</td>
</tr>
<tr>
<td>CESL 500</td>
<td>ESL: Research Essay and Rhetoric</td>
<td>3</td>
<td>Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)</td>
</tr>
<tr>
<td>CCOM 206</td>
<td>Communication in Engineering</td>
<td>3</td>
<td>Restricted to and required for students pursuing a B.Sc. in Engineering</td>
</tr>
<tr>
<td>CCOM 314</td>
<td>Communicating Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCOM 315</td>
<td>Writing the Internet</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

Graduate Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEAP 642</td>
<td>Cornerstones of Academic Writing</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 652</td>
<td>Fundamentals of Academic Presentations</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 661</td>
<td>Literature Review 1: Summary and Critique</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 665</td>
<td>Literature Review 2: Establishing Scholarly Niches</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 671</td>
<td>Selected Topics in Communication 1</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 672</td>
<td>Selected Topics in Communication 2</td>
<td>1</td>
</tr>
<tr>
<td>CESL 631</td>
<td>Strategies for Academic Communication in English</td>
<td>1</td>
</tr>
<tr>
<td>CESL 641</td>
<td>Fundamentals of Academic Writing in English</td>
<td>1</td>
</tr>
<tr>
<td>CESL 651</td>
<td>Pronunciation for Effective Communication</td>
<td>1</td>
</tr>
</tbody>
</table>

Course for School of Continuing Studies Students:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCOM 205</td>
<td>Communication in Management 1</td>
<td>Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies. MWC Departmental approval required.</td>
</tr>
</tbody>
</table>

Course in Professional Writing (CE Units):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCOM 208</td>
<td>Professional Writing in Business</td>
<td></td>
</tr>
</tbody>
</table>

12.2.1 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02
3459 McTavish Street
Montreal QC H3A 0C9
Telephone: 514-398-7109
Fax: 514-398-7416
Website: www.mcgill.ca/mwc
General Inquiries: mwc@mcgill.ca

Inquiries concerning CEAP 150, CEAP 250, CESL 500, CCOM 205 and CCOM 208 should be directed to:
12.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 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;
- artifacts.

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 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, 4th Floor
3459 rue McTavish
Montreal QC H3A 0C9
12.4 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 a world cultures 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: reopath.museum@mcgill.ca
Website: www.mcgill.ca/redpath

12.5 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 18,845 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 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 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 Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's website 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.musee-mccord.qc.ca

12.6 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: www.mcgill.ca/historicalcollections/departmental/lyman

12.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's Heritage Advisory Committee.

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill’s Faculty of Medicine, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill’s reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit www.mcgill.ca/historicalcollections.
13 The University

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

13.1 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 Melson 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 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 10 faculties and 13 schools. At present over 38,000 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.

13.2 Incorporated and Affiliated Colleges

13.2.1 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.

13.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8
Principal: The Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)
Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8
Principal: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary)

United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9
Principal: Philip 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.

13.3 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 Nominating, Governance and Ethics 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. 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.

13.4 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 Government of Quebec.

13.5 Governance: Board of Governors

13.5.1 The Visitor

The Visitor

Her Excellency The Right Honourable Julie Payette

The Governor General of Canada
13.5.2 Board of Governors

**Members**

Bob Babinsky; B. A. (McG.)
Darin Barney; B. A., M. A. (S. Fraser), Ph. D. (Tor.)
Maryse Bertrand; B. C. L. (McG.), M. Sc. (NYU), Ad. E.
Michael T. Boychuk; B. Com. (McG.)
Peter Coughlin; B. Com. (Car.), M. B. A. (W. Ont.)
Ronald Harry Critchley; B. A., (C’dia-Loyola), M. A. (York)
Alan Desnoyers; B. Com. (McG.)
Claude Généreux; B. Eng. (McG.), M. A. (Oxf.)
Stephen Halperin; B. C. L., LL. B. (McG.)
David N. Harpy; A. B. (Middlebury), M. A. (Wesl.), Ph. D. (N. Carolina)
Tina Hobday; B. C. L., LL. B. (McG.)
Ehab Lotayef; B. Eng. (Ain Shams)
Pierre Matuszewski; B. A. (Laval), M. B. A. (McG.)
Samuel Minzberg; LL. B. (McG.)
Derek Nystrom; B. A. (H.) (Wisc.), M. A., Ph. D. (Virg.)
Samira Sakhia; B. Com., M. B. A. (McG.)
Cynthia Price Verreault; B. Com. (McG.)
Martine Turcotte; B. C. L./Ll. B. (McG.), M. B. A. (London Business School)
Edith A. Zorychta; B. Sc. (St. FX), M. Sc., Ph. D. (McG.)

13.5.2.1 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)
13.6 Governance: Members of Senate

13.6.1 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
- The University Registrar and Executive Director of Enrolment Services
- The Director of Teaching and Learning Services

13.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Student Members (21)

13.7 Administration

Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael A. Meighen; B.A. (McG.), L.L.L. (Laval)</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Suzanne Fortier; B.Sc., Ph.D. (McG.)</td>
<td>Principal and Vice-Chancellor</td>
</tr>
<tr>
<td>Christopher Manfredi; B.A., M.A. (Calg.), M.A., Ph.D. (Claremont)</td>
<td>Provost and Vice-Principal (Academic)</td>
</tr>
<tr>
<td>Fabrice Labeau; M.S., Ph. D. (Louvain)</td>
<td>Deputy Provost (Student Life &amp; Learning)</td>
</tr>
<tr>
<td>Gillian Nycum; B.A. (Dal.), B.C./LL.B. (McG.)</td>
<td>University Registrar and Executive Director of Enrolment Services</td>
</tr>
<tr>
<td>Martine Gauthier; M.A. (Flor. St.)</td>
<td>Executive Director of Services for Students</td>
</tr>
<tr>
<td>Ghyslaine McClure; B.Eng. (Montr.), S.M. (MIT), Ph.D. (Montr.)</td>
<td>Associate Provost (Academic Priorities &amp; Resource Allocation)</td>
</tr>
<tr>
<td>Angela Campbell; B.A. B.C.L. (McG.), LL.M. (Harv.)</td>
<td>Associate Provost (Equity &amp; Academic Policies)</td>
</tr>
<tr>
<td>Anja Geitmann; Diplom (Konstanz), Ph.D. (Siena)</td>
<td>Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural &amp; Environmental Sciences)</td>
</tr>
<tr>
<td>Ghilaine Roquet; B.A. (UQAM), M.Sc.A. (Montr.)</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>Edyta Rogowska; B.A. (Tor.), M.A. (McG.)</td>
<td>Secretary-General</td>
</tr>
<tr>
<td>Yves Beauchamp; B.Eng., M.Eng. (UQTR), Ph.D. (WVU)</td>
<td>Vice-Principal (Administration &amp; Finance)</td>
</tr>
<tr>
<td>Diana Dutton; B.F.A. (C’dia), Gr. Dip., M.B.A. (McG.)</td>
<td>Associate Vice-Principal (Human Resources)</td>
</tr>
<tr>
<td>Robert Couvrette; B.Sc. (Ecole Poly., Montr. &amp; HEC), M.P.M. (UQAM)</td>
<td>Associate Vice-Principal (Facilities Management and Ancillary Services)</td>
</tr>
<tr>
<td>Louis Arsenaault; B.A. (UQAM), M.A. (Paris VII)</td>
<td>Vice-Principal (Communications &amp; External Relations)</td>
</tr>
<tr>
<td>David Eidelman; M.D., C.M. (McG.), FRCPC, FACP</td>
<td>Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)</td>
</tr>
</tbody>
</table>
13.7.1 Deans, Directors of Schools and Libraries

13.7.1.1 Deans

Deans

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)
Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)
Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)
Robert Leckey; B.A.(Hons.) (Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)
Isabelle Bajeux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)
David Eidelman; M.D.,C.M.(McG.), FRCP, FACP
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)

13.7.1.2 Directors of Schools

Directors of Schools

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)
Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.), Ph.D.(McG.)
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)
Daniel Cere; B.A., M.A.(McG.), Ph.D.(C'dia) (Interim)
Nico Trocme; B.A., M.A., Ph.D.(Tor.)
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) (Interim)

Agricultural & Environmental Sciences
Arts
Continuing Studies
Dentistry
Education
Engineering
Graduate & Postdoctoral Studies
Law
Libraries
Management
Medicine
Music
Science
Dean of Students

Architecture
Communication Sciences & Disorders
Computer Science
Human Nutrition
Environment
Information Studies
Nursing
Physical & Occupational Therapy
Religious Studies
Social Work
Urban Planning
13.8 Student Governance: McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records (including from the Faculty of Education) are administered by the School, are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Studies courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations.

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. MACES’s mission is to advocate for its students’ academic and social needs as well as to offer them a network where they can meet other diverse groups of students and professionals.

Additionally, the Association offers a variety of services for its members including a fully equipped computer lab, which is free for all members, Microsoft courses, as well as study, meeting, and social spaces in its building located at 3437 Peel Street, only minutes away from the McGill downtown campus. MACES also organizes and sponsors various events that provide an opportunity for students to build their social and professional network.

MACES has an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, and on weekends, a place where students are always welcome.

MACES is governed by its bylaws through the elected MACES Board of Directors. These executives are there to run the Association as well as to address students’ needs with an open-door policy.

Full details of MACES services, bylaws, officers, and committees are available from the Association (telephone 514-398-4974 or visit www.maces.ca).