



**University Regulations and Resources (School  
of Continuing Studies)**  
**Programs, Courses and University Regulations**  
**2022-2023**



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

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at [https://horizon.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_sched](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.**

### ***Publication Information***

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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 [mcgill.ca/students/srr](http://mcgill.ca/students/srr).

Further details regarding your rights and responsibilities are also available at [mcgill.ca/secretariat/policies-and-regulations](http://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 [mcgill.ca/continuingstudies/area-of-study/languages](http://mcgill.ca/continuingstudies/area-of-study/languages) and the French Language Centre at [mcgill.ca/flc](http://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 Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences *language requirements* 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 [mcgill.ca/students/srr/honest/students](http://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 [mcgill.ca/students/srr/publications](http://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 [mcgill.ca/students/srr/honest/students/test](http://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 [mcgill.ca/students/srr/honest/students/test](http://mcgill.ca/students/srr/honest/students/test).

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## 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](#).

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## 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 recognised 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 Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- 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, or contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- 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 and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences 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 **authorise 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 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 Francisation et de l'Intégration*, 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.
- Services are only available to students currently enrolled in a program of study. Services for students who are not currently enrolled, **including students on authorised leaves of absence**, are limited to certain services mandated by government regulation and services that help a student transition back into or out of their studies (examples include connecting a student with services off-campus and government financial aid or immigration advising for students leaving or preparing for re-entry).

- A Leave of Absence may have an impact on a student's fee status once they re-enroll after their approved Leave. For more information, refer to the [Break in Enrolment](#) section on the Student Accounts webpage.
- 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 Dependants](#).

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## 1.8 Information Technology (IT) Policies and Regulations

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which are used in accordance with University policies and directives. Visit the [IT policies](#) for further details.

Here are some key references for students :

- [section 1.8.1: Responsible Use of McGill Information Technology Resources](#)
- [section 1.8.2: Report Security Incidents](#)
- [section 1.8.3: Use of Cloud Services](#)
- [section 1.8.4: Two-factor Authentication \(2FA\)](#)
- [section 1.8.5: Email Communication](#)
- [section 1.8.6: Secure your Journey](#)

### 1.8.1 Responsible Use of McGill Information Technology Resources

Each of us has responsibilities when using McGill's IT resources. The *Policy on the Responsible Use of McGill Information Technology Resources* is a code of conduct that identifies what is acceptable when working with McGill technology resources.

For more information, view the [Policy on the Responsible Use of McGill Information Technology Resources](#) , available on the [Secretariat website](#).



**Note for M.D.,C.M. and D.M.D. Programs:** For guidelines regarding the use of social media by M.D.,C.M. and D.M.D. students, see [mcgill.ca/ugme/policies-procedures/guidelines-social-media](#) and [mcgill.ca/thewelloffice](#).

### 1.8.2 Report Security Incidents

Please inform IT Services immediately if you experience or are aware of an IT security incident!

- Contact IT Service Desk through the [IT Support portal](#);
- Or by telephone at 514-398-3398.

For more information, please refer to the [IT Security Incident Response Protocol](#) .

### 1.8.3 Use of Cloud Services

McGill's *Cloud Directive* governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you'll need to choose your apps wisely as not all apps are safe, and they won't all adequately protect sensitive data (either your own or McGill's).

To learn how to safely use cloud apps and solutions, please refer to our [Cloud Services Page](#).

#### 1.8.4 Two-factor Authentication (2FA)

All student, faculty and staff accounts are protected with *two-factor authentication (2FA)*, an additional security measure that requires a secondary method of authentication (ex.: acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Find out more about 2FA at [mcgill.ca/2fa](https://mcgill.ca/2fa).

#### 1.8.5 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. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.



**Note:** Confirm your McGill email address or set your McGill password on *Minerva*, under the *Personal Menu*. You can also change or reset your McGill password by following the instructions on the [McGill Password Reset Checklist](#).

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the "[Options for dealing with multiple email services](#)" article on the IT Knowledge Base.

For more information, visit the [Policy on E-mail Communication with Students](#), available on the [Secretariat website](#).

#### 1.8.6 Secure your Journey

IT policies and directives identify measures required to ensure the security and integrity of data and systems you use throughout your student journey. Find out about best practices and cybersecurity steps you can take at [mcgill.ca/cybersafe](https://mcgill.ca/cybersafe).

### 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 and Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) are now *eligible* to apply for the provincial coverage in Quebec, Régie de l'assurance maladie du Québec (RAMQ).

For details on the IHI plan and information concerning rates, consult the [ISS website](#).

**Students covered by private health insurance are not exempt from the McGill plan.** However, you may be eligible for an *exemption* by meeting certain criteria. **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](#) by *certain deadlines*, 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 academic 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](mailto:international.health@mcgill.ca)

Website: [mcgill.ca/internationalstudents/health](https://mcgill.ca/internationalstudents/health)



**Note for Continuing Studies:** International students who are enrolled in **credit** courses at School of Continuing Studies are also billed IHI and should also refer to the [Office of International Student Services](#) website 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 applicable 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](http://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](http://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](http://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:** Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to [http://studentcare.ca/rte/en/IHaveAPlan\\_MACES\\_Home](http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home) for eligibility and other information.



**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](http://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 [mcgill.ca/wellness-hub/access-care/meet-professional](http://mcgill.ca/wellness-hub/access-care/meet-professional), and for the **Macdonald campus** at [mcgill.ca/wellness-hub/access-care/macdonald-campus-care](http://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 Student Accessibility & Achievement](#) 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 [mcgill.ca/osd](http://mcgill.ca/osd) for more information, or to book an appointment.



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



## 1.10 Non-Smoking Policy

*Quebec law* prohibits smoking in public buildings. Smoking on University Property is permitted only within outdoor Designated Smoking Areas. Smoking is prohibited outside any Designated Smoking Area on University Property. For more information, see [mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy](https://mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy) and [mcgill.ca/secretariat/policies-and-regulations](https://mcgill.ca/secretariat/policies-and-regulations).



**Note:** For the purposes of the Tobacco Control Act, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders. Please consult [Chapter L-6.2 - Tobacco Control Act](#), for further information.

## 1.11 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the [Policy Concerning Alcohol, Cannabis and Other Drugs](#).

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## 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 McGill records up to date with your personal information, especially your mailing or billing address, as these are used by the University year-round.

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 [mcgill.ca/student-records/personal-information/address](https://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:** A Quebec address and telephone number are required for Nursing students on Minerva to meet OIIQ registration requirements.

### 2.2 Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as 'distance') programs are required to declare, for every term they are registered in the online program, where they are geographically located while studying. For students pursuing an online program, location while studying is considered — along with the fee residency status (i.e. Quebec Resident, Canadian or International) — when determining what fees are charged.

The following programs are designed to be offered exclusively online and, with some exceptions, are not offered on one of McGill's campuses:

#### Undergraduate Programs

: [Bachelor of Nursing \(B.N.I.\) - Integrated Nursing \(65 credits\)](#) \*\*

**Graduate Programs**

- : Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)
- : Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)
- : Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits) \*\*
- : Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits) \*\*
- : Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits) \*\*
- : Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits) \*
- : Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits) \*
- : Certificat d'études supérieures (Cert.ed.sup.) pédagogie de l'immersion française (15 crs)
- : Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)
- : Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) \*\*
- Master of Management (M.M.) IMHL (Non-Thesis) (as of the Winter 2023 term) \*

**Continuing Studies Programs (Undergraduate and Graduate Levels)**

- : Certificate (Cert.) Applied Cybersecurity (30 credits)
- : Certificate (Cert.) Computers and Information Technology (30 credits)
- : Certificate (Cert.) Indigenous Business Management (30 credits)
- : Certificate (Cert.) Public Administration and Governance (30 credits)
- : Diploma (Dip.) Public Administration and Governance (30 credits)
- : Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)



\*: This program is self-funded



\*\*: This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.

Students in the online version of any program listed above, except those that are self-funded, will pay tuition as follows:

1. Students studying within the province of Quebec will be subject to the rates established by the government for in-province students, according to their proven fee residency status.
2. Students who are located outside Quebec while studying will be subject to deregulated tuition rates.

Most regular university charges will apply to all students in all online programs, but certain fees may be reduced or eliminated for students located outside the province while studying. For example, the Athletics & Recreation Fee is not charged to students located outside Quebec, and International students located outside Quebec but within Canada may request to opt-in to the International Health Insurance through [mcgill.ca/internationalstudents/health](https://mcgill.ca/internationalstudents/health).

Online program students must self-declare their location while studying **for every term they are registered in the online program** via Minerva under *Student Menu > Location of Study - Online (distance) program*. Students are notified by email that the Minerva form *for the upcoming term* is open and can be accessed. The form opens to all registered students in the above programs on:

**Fall term:** July 16

**Winter term:** November 16

**Summer term:** March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

- Students in a **Continuing Studies** program should call 514 398-6200 or email [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca).
- All other students should contact Service Point at [mcgill.ca/servicepoint/contact](https://mcgill.ca/servicepoint/contact).

Students will be asked to support their application for a change in location with appropriate documentation which can include, for example, Quebec Medicare Card, Quebec Driver's License, rental agreement, mail addressed to them at a Quebec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Quebec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and — in addition — the student would be subject to the rules contained in the Student Code of Conduct.

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**2.3 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.

### 2.3.1 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 2.3.2: 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 and Health Sciences:** Once admitted to the Faculty, you 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 [mcgill.ca/medadmissions/applying/elements](https://mcgill.ca/medadmissions/applying/elements).

### 2.3.2 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).**

#### Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> <li><b>Usually</b> 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 <a href="#">Minerva</a> account to verify that your status is updated correctly (Select <i>Student Menu</i> &gt; <i>Student Accounts Menu</i> &gt; <i>View your Tuition and Legal Status</i>)</li> </ul>
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> <li>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 (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>Additionally, for Quebec residency status, <b>usually</b> no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your <a href="#">Minerva</a> account to verify that your status is correct</li> </ul>
You were born in Quebec	<ul style="list-style-type: none"> <li>Quebec <b>birth certificate</b> (<i>Note 4</i>)</li> </ul>
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> <li>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 (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> </ul>
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	<ul style="list-style-type: none"> <li>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 (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> <li>Attestation of Residency in Quebec Form (<i>Note 5</i>)</li> <li><b>Other supporting documents</b>, depending on which situation you checked on the above Attestation of Residency Form</li> </ul>

#### 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)	<ul style="list-style-type: none"> <li>You may need a Visitor's Permit or <a href="#">eTA</a> issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine</li> </ul>
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## International Students

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 [mcgill.ca/legaldocuments/forms](http://mcgill.ca/legaldocuments/forms).

### 2.3.2.1 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 [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://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 [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
  - Students registered full-time in the Master's 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 [mcgill.ca/legaldocuments/exemption](http://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 [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions) as well as at [mcgill.ca/legaldocuments/exemption](http://mcgill.ca/legaldocuments/exemption).

Note that this information may be subject to change.

### 2.3.3 Has McGill Received Your Documents?

#### 2.3.3.1 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 [mcgill.ca/student-accounts](https://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.**

#### 2.3.3.2 Permanent Code

Your Permanent Code will be created and/or validated by the Quebec Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- 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 2.3.2: 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.

### 2.3.4 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 in some cases, from obtaining your official transcript.

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

### 2.3.5 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 in the filename of 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.

Please refer to [mcgill.ca/legaldocuments/how](https://mcgill.ca/legaldocuments/how) for detailed instructions on where/how to submit your documents.

**If there is a problem with your documents, contact:**

Telephone: 514-398-7878

Website: [mcgill.ca/servicepoint/contact-us](https://mcgill.ca/servicepoint/contact-us)

#### 2.3.5.1 For the School of Continuing Studies

**By Email:**

[legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

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

McGill University  
School of Continuing Studies  
680 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](mailto:info.conted@mcgill.ca); [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

## 2.4 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 to issue a new card 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](#).



**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.

### 2.4.1 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 [mcgill.ca/student-records/personal-information/id](http://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: [mcgill.ca/student-records/personal-information/id](http://mcgill.ca/student-records/personal-information/id).

### 2.4.2 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](#).

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.

Information on when the ID Centre is open can be found [here](#).

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## 2.5 Legal Name

Your legal name 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](#).

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated, and in the event of a variation updated, to match the legal name appearing on 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. International birth certificate (with an official translation in English or French)
7. Letter from international student's consulate or embassy in Canada.
8. 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.*
9. 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.

### 2.5.1 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 [mcgill.ca/student-records/personal-information/address](#), which includes the Preferred First Name FAQ.

### 2.5.2 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([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 [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 2.5: Legal Name](#) and [section 2.5.1: 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 2.5: Legal Name](#)) in person at the [Client Services Office](#), School of Continuing Studies.

## 3 Registration for Continuing Studies Students

Most students in Continuing Studies must register using [Minerva](#), during the registration periods published in [School of Continuing Studies > Getting Started > Key Dates, 2022–2023](#) and at [www.mcgill.ca/importantdates](#).

### 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.

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### 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 2.3.1: 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 2.3.1: Why Does McGill Collect Legal Documents from You?](#)
2. Your Permanent Code from the Government of Quebec (see [section 2.3.1: 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 Francisation et de l'Intégration*
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](mailto:info.conted@mcgill.ca).

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 2.3.1: 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 [mcgill.ca/continuingstudies/registration](https://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 [mcgill.ca/continuingstudies/contact-us](https://mcgill.ca/continuingstudies/contact-us). In some cases, you may be able to register by mail, fax, or via web.

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## 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* and refer to [mcgill.ca/students/courses](https://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 [mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course](https://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 [mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](https://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 2021–2022

Registration		
	Fall	Winter
Returning students	May 26 to September 2	October 1 to January 6
Newly admitted students	June 2 to September 2	October 8 to January 6
Returning (Independent) Special Students	June 2 to September 2	October 8 to January 6
Late Registration and Add/Drop Period		
	Fall	Winter
All students except for those in non-credit <i>Professional Development</i> and <i>Faculty Partnerships</i> and <i>Summer Studies</i> courses	September 3–15	January 5–19

### 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 [mcgill.ca/importantdates](https://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 [mcgill.ca/importantdates/key-dates](https://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 [mcgill.ca/ugme](https://mcgill.ca/ugme).

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### 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 [mcgill.ca/continuingstudies/registration](https://mcgill.ca/continuingstudies/registration) or in *School of Continuing Studies > Getting Started > Key Dates, 2022–2023*. 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*.

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### 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.

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### 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 3—or in some cases 6—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 [mcgill.ca/students/iut](https://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 [mcgill.ca/engineering/students/exchanges-study-away/study-away](https://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 [mcgill.ca/students/iut](https://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 'B-'.



**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 [mcgill.ca/students/iut](https://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 ([mcgill.ca/minerva](https://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.

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## 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 [mcgill.ca/student-accounts/tuition-fees](https://mcgill.ca/student-accounts/tuition-fees). The University will publish this schedule as soon as the fees for the 2021–2022 academic year are announced.

The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

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### 4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall term fees will be accessible in mid-July.

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### 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 [mcgill.ca/student-accounts](https://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](#).

#### 4.2.1 Payment Procedures

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

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### 4.3 Tuition Fees

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



**Note:** Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University's evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or [SCS Client Services](#) (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

#### 4.3.1 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 [mcgill.ca/legaldocuments](https://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 [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](https://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).



### 4.3.2 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 [mcgill.ca/legaldocuments](https://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 [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](https://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions) or contact [Service Point](#).

### 4.3.3 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](#) or on the Continuing Studies website at [mcgill.ca/continuingstudies/fees-and-tuition](https://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 \(MACES\)](#)).

### 4.3.4 Tuition Fees for Continuing Studies: Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term.

Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development*, or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

### 4.3.5 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at [mcgill.ca/hr/benefits/tuition](https://mcgill.ca/hr/benefits/tuition). Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

### 4.3.6 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at [mcgill.ca/hr/employee-relations/policies-procedures](https://mcgill.ca/hr/employee-relations/policies-procedures).

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

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at [mcgill.ca/hr/employee-relations/policies-procedures](https://mcgill.ca/hr/employee-relations/policies-procedures).

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## 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 [mcgill.ca/student-records/transcripts](https://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 [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees](https://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees).

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#### 4.5 Other Fees for Continuing Studies Students

##### Other Fees (rates as of 2019-2020)

International Student Health and Accident Plan (compulsory):

Single	\$1161
Dependant	\$3,564
Family (one student with two or more dependants)	\$6,777

Application for Admission (credit programs)	\$89.52
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Late Registration (non-refundable)	\$25
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Language Placement Test	\$38.17
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Course Transfer	\$20
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Course dropped prior to refund deadline	\$20
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Re-reading an Examination Paper (refundable if the letter grade is increased)	\$41.07
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Supplemental Examinations	\$41.07
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Duplicate ID card	\$25
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Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):

Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,000	\$50



**Other Fees (rates as of 2019-2020)**

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 <a href="#">section 4.6.1: Overdue Accounts</a> )	\$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 [mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue](http://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](mailto:student.aid@mcgill.ca)  
Website: [mcgill.ca/studentaid](http://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 reinstate your registration for the current or subsequent term(s), you must complete the [Request for Reinstatement](#) form (available at [mcgill.ca/student-accounts/forms](http://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 [mcgill.ca/student-accounts/your-account/requesting-refund](http://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 undergraduate students and students in non-research graduate programs 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:**

Quebec Residents may need to reprove their fee status if they have been absent (i.e. not enrolled) for more than 2 terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted as enrolment terms.*

International students who are charged fees at the self-financed rate (all undergraduate or graduate level non-research programs) who are absent (i.e. not enrolled) for more than one term (excluding the summer), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *Note that a term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment.* This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

#### 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 [mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](https://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 [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program](https://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](mailto: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.

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#### 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 [mcgill.ca/studentaid](https://mcgill.ca/studentaid) for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

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#### 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.emploi.quebec.gouv.qc.ca/en](http://www.emploi.quebec.gouv.qc.ca/en).

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#### 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 [mcgill.ca/student-accounts/your-account/tax-information](https://mcgill.ca/student-accounts/your-account/tax-information).

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### 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

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your academic standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic 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 may not continue in your program, register for any future terms and must apply for readmission to your faculty. Note that readmission is not automatic or guaranteed. 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 [mcgill.ca/oasis/students/seeking-readmission](http://mcgill.ca/oasis/students/seeking-readmission). For **Science** (including B.A. & Sc.) see [mcgill.ca/science/student/general/readmission](http://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.: Associate Dean, Student Affairs, Science

#### **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.: Associate Dean, Student Affairs, Science

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 [mcgill.ca/students/advising](http://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**:

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

**or**

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

You may continue with your studies under the following conditions:

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

### 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

**or**

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

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

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

#### Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

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

#### Students in Unsatisfactory Standing after the Winter term:

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

For more information about Academic Standing, see [mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing](http://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 in the Schulich School of Music](#).

## 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:** One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the [Minerva Class Schedule](#). Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.



**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 fulfilment 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 fulfil 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.

### Undergraduate Grading

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

\* 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.

### Graduate Grading

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



**Graduate Grading**

B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

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

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

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

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.).

### 5.3.1 Other Grades for Continuing Studies

Other Grades	
<b>J</b>	– 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.
<b>K</b>	– incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).
<b>KE or K*</b>	– further extension granted (see “Incomplete Courses”).
<b>KF</b>	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
<b>KK</b>	– completion requirement waived. Not calculated in TGPA or CGPA.
<b>L</b>	– deferred examination.
<b>LE or L*</b>	– permitted to defer examination for more than the normal period.
<b>NE</b>	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
<b>NR</b>	– no grade reported by the instructor (recorded by the Registrar).
<b>P</b>	– pass; not calculated in TGPA or CGPA.
<b>Q</b>	– course continued in next term (applicable only to courses taken pre-Fall 2002).

Other Grades	
<b>W</b>	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
<b>WF</b>	– 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.)
<b>WL</b>	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
<b>NA or &amp;&amp;</b>	– grade not yet available.
<b>W– or –</b>	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

## 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 service fee applies.

Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and 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 ([mcgill.ca/minerva](http://mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived and 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 [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://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 [mcgill.ca/student-records/transcripts](http://mcgill.ca/student-records/transcripts).

**Currently Registered Students:** Use [Minerva](#) to order an official transcript at *Student Menu > Student Records Menu > Request/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/Official Transcript* and will require login credentials. Please contact the IT Service Desk ([mcgill.ca/it](mailto:mcgill.ca/it)) 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: [mcgill.ca/student-records/transcripts/printed-transcripts](https://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 [mcgill.ca/student-records/transcripts/key](https://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](https://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](http://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.

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## 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 [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://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 [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://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 2.3.1: 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](http://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](http://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 [mcgill.ca/exams/regulations](http://mcgill.ca/exams/regulations).

In addition to the University Student Assessment Policy (available on the [Secretariat website](#)) and the general examination regulations listed at [mcgill.ca/exams/regulations](http://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 add/drop period.

As per the [section 1.3: McGill Language policy](#), every student has a right to write 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 in person or online 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. For an in person examination or test, you must submit all written work to the invigilator or instructor before leaving.

As per the exam regulations, you must have your valid McGill student ID card with you to write an in person examination. If you have lost your McGill ID, please provide a government issued ID with your full name written on it. Verification of your ID will be made at the time of your exam.

**As per the [Code of Conduct and Disciplinary Procedures](#), Article 17, 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 used during an exam will be reported 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 17 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 [mcgill.ca/exams/regulations](http://mcgill.ca/exams/regulations)).

You can find information about issues related to academic integrity at [mcgill.ca/students/srr/honest](http://mcgill.ca/students/srr/honest).



**Note for Engineering Students:** You should also refer to the Engineering website for more information at [mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment](http://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 [mcgill.ca/law-studies/courses/exams](http://mcgill.ca/law-studies/courses/exams).



**Note for Medicine:** Refer to [mcgill.ca/ugme/policies-procedures/examinations](http://mcgill.ca/ugme/policies-procedures/examinations).



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

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## 6.1 Examination Accommodations for Students registered with the Office for Student Accessibility & Achievement

Students registered with the Office for Student Accessibility & Achievement with an active accommodation plan may register for accommodations for all tests, quizzes, exams, and finals. For more information see: [mcgill.ca/osd/student-resources/forms/exam-sign](https://mcgill.ca/osd/student-resources/forms/exam-sign).

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## 6.2 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.

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## 6.3 Final Examinations

Final examinations in regularly scheduled courses are held during the final examination period at the end of the term. The format of the final exams can be either online or in person, depending on the situation. The dates of the final examination periods are listed at [mcgill.ca/exams](https://mcgill.ca/exams).



**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 [mcgill.ca/summer/finalexams](https://mcgill.ca/summer/finalexams).

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be provided with a course outline, which along with other details, will include the types of assessment to be used in the course and the weight accorded to each assessment.

### 6.3.1 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](http://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](http://www.mcgill.ca/continuingstudies/exams).

### 6.3.2 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](http://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.

### 6.3.3 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).



### 6.3.4 Supplemental Examinations

If you are in [section 5.1: satisfactory or probationary standing](#) and received a grade of D, F, J, or U, you may be eligible to write a supplemental exam, which will count for a large percentage of your final grade. Your initial grade will still appear on your transcript, and both will be calculated into your CGPA.

To apply for a supplemental examination for a course, you must submit a request on Minerva ([mcgill.ca/minerva](http://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 [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://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 or Music;
- 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 add/drop 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, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a Faculty adviser to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://mcgill.ca/students/advising).

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 [Reading Break](#) the following Winter term. Supplemental examinations for courses taken in the *Winter term* will be written in August of that year. Dates can be found at [mcgill.ca/exams/dates](http://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 Arts OASIS or SOUSA to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](http://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, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 271, MATH 363, 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 [mcgill.ca/law-studies/courses/exams](http://mcgill.ca/law-studies/courses/exams).



### 6.3.5 Reassessment and Reread Policy for Continuing Studies Students

In accordance with the [Charter of Students' Rights](http://www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities) (available at [www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities](http://www.mcgill.ca/students/srr/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 6.3.5.1: Reassessment of an Assignment or a Mid-term by the Instructor](#)
- [section 6.3.5.2: Reread of an Assignment or a Mid-term Exam by a Third Party](#)
- [section 6.3.5.3: Reread of a Final Exam by a Third Party](#)
- [section 6.3.5.4: Mark Verification](#)

#### 6.3.5.1 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 6.3.5.3: 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**. *Requests 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. 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**. *Requests 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.

#### 6.3.5.2 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 6.3.5.3: 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**. *Requests received after this deadline will not be considered.* Results of the third-party reread 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**. *Requests 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.

#### 6.3.5.3 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.

#### 6.3.5.4 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.

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## 6.4 Examinations: External Exam Proctors

Upon request, McGill will act as proctor for paper-based and online exams from universities or professional accreditation associations and organizations.

For complete information on scheduling, fees, payment and all other details please consult the [Exams website](#).

### 6.4.1 Contact Information

Email: [proctor.es@mcgill.ca](mailto:proctor.es@mcgill.ca)

Website: [mcgill.ca/exams/dates/proctor](http://mcgill.ca/exams/dates/proctor)

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## 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 [mcgill.ca/students/advising/advisordirectory](http://mcgill.ca/students/advising/advisordirectory).

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate.

• **Fall term graduation** (courses completed by the end of December; transcript will indicate "Degree Granted" in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.

• **Winter term graduation** (courses completed by the end of April; transcript will indicate "Degree Granted" in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.

• **Summer term graduation** (courses completed by the end of August; transcript will indicate "Degree Granted" in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by the end of March.

For more information on applying to graduate, refer to the [Apply to Graduate](#)

#### 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 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, and 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 prerequisites and corequisites) 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) 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 and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to [mcgill.ca/graduation/applying](https://mcgill.ca/graduation/applying).

Once you apply to graduate, you are authorizing the University to:

1. include your name and image in the McGill Convocation programs, web streamed convocation broadcast, and other convocation-related communications
2. to have your ID, name, degree and ceremony provided to the Academic Regalia provider for the purposes of Convocation preparation
3. to have your ID, name, email, degree and ceremony provided to the Convocation Photographer for the purposes of Convocation preparation
4. to have your name, email, degree and confirmation of graduation sent to your professional order, if you are in a professional program (e.g. Engineering OIQ, Nursing OIIQ), for licensing or accreditation purposes

If you want to opt out of your information being sent to any of the above (1, 2, 3 or 4), 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 by the end of December; transcript will indicate “Degree Granted” in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.
- **Winter term graduation** (courses completed by the end of April; transcript will indicate “Degree Granted” in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.
- **Summer term graduation** (courses completed by the end of August; transcript will indicate “Degree Granted” in October after approval by the University Senate; diploma will be conferred at 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 [Arts OASIS](#) or [SOU SA](#) to talk about your options and the effects that your request may have on your studies. For more information, see [mcgill.ca/students/advising](https://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 [mcgill.ca/gps/students/registration/graduating](https://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](#). Students in a doctoral program should refer to [Regulations Concerning Thesis](#).



**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 in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

If you meet all requirements for graduation, your graduation record will indicate **Faculty Approved** on the Graduation Approval Query, and your transcript on Minerva will display the **Degree Granted** notation after the approval of degrees by University Senate and according to this schedule:

- Late February, for **Fall term** graduation (Courses completed by the end of December, Convocation in Spring)
- Late May, for **Winter term** graduation (Courses completed by the end of April, Convocation in Spring)
- Late October, for **Summer term** graduation (Courses completed by the end of August, Convocation in Fall)

See [mcgill.ca/graduation/convocation](http://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 and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

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## 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](http://www.mcgill.ca/students/courses/calendars).

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## 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.

#### **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.

## **7.5 Replacing a Diploma**

### **7.5.1 Required Documents**

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or November. **Diplomas are not available prior to your Convocation date.**

#### **Replacing a lost diploma**

To replace a lost diploma, you must submit a request via [Service Point Checkout](#), provide the requested personal and program details, upload a government-issued photo ID and pay the replacement fee.

#### **Requesting a diploma following your Convocation ceremony**

If you didn't attend your Convocation ceremony and need to obtain your diploma, you can submit a request via [Service Point Checkout](#) and pay the requisite fees to have your diploma mailed or prepared for pick up.

#### **Modifying the name on your diploma**

If you have had a name change after graduation, and need to obtain a replacement diploma with your new name, you must first follow the steps to [request a name change](#) by completing and signing a [Personal Data Change Form](#) and submitting the [requisite supporting documentation](#). Once you have received confirmation that the name on your McGill record has been updated, you can then submit a request for a replacement diploma via [Service Point Checkout](#), provide the requested personal and program details, upload a government-issued photo ID and pay the replacement fee.

### **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 [mcgill.ca/graduation/diplomas](http://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 [mcgill.ca/graduation/diplomas](http://mcgill.ca/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://spcheckout.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](http://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 [mcgill.ca/fle](http://mcgill.ca/fle)) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 ([mcgill.ca/continuingstudies/area-of-study/languages](http://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:

#### Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists

**Professional Groups**

Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

**7.7 Aegrotat Standing and Degree at McGill University**

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be awarded their degree with Aegrotat Standing.

At McGill, this designation may be considered if a student has completed 75% or more of their degree program requirements and based on a serious medical situation or other extenuating circumstance is unable to complete their program requirements. If approved, this could result 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 Satisfactory Standing who have been unable to complete their degree due to special circumstances toward the end of their program. Information on this degree designation is only included in the convocation program, and not on the transcript.

A degree with Aegrotat Standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the student's faculty and the Deputy Provost, Student Life and Learning, to approve granting a degree with Aegrotat 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 Faculty & School 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](mailto:info.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/client-services](http://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

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## 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 McLennan 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 [mcgill.ca/students](https://mcgill.ca/students).

For more information about Service Point, see [mcgill.ca/servicepoint](https://mcgill.ca/servicepoint).

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### 9.1 Location

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

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## 10 Student Services

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

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### 10.1 Office of the Executive 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: [mcgill.ca/student-services](http://mcgill.ca/student-services)

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

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## 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.

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2100  
Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

Email: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)

Website: [mcgill.ca/deanofstudents](http://mcgill.ca/deanofstudents)

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## 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](mailto:disabilities.students@mcgill.ca)

### Exam Centre

Redpath Library Building

3459 McTavish, Suite RS-56

Telephone: 514-398-2480

Email: [exams.osd@mcgill.ca](mailto:exams.osd@mcgill.ca)

Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

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## 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

Email: [ombudsperson@mcgill.ca](mailto:ombudsperson@mcgill.ca)

Website: [mcgill.ca/ombudsperson](http://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 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 [mcgill.ca/student-accounts/tuition-fees/tuition-and-fees](https://mcgill.ca/student-accounts/tuition-fees/tuition-and-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  
William and Mary Brown Student Services Building  
3600 McTavish Street, Room 4100  
Telephone: 514-398-8238  
Website: [mcgill.ca/student-services](https://mcgill.ca/student-services)

### 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](https://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.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](https://www.mcgill.ca/caps)

### 10.5.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include:

- Fitness Centre, aerobics room, two gymnasias;
- 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](https://www.mcgillathletics.ca). 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](https://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](http://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](mailto:tutoring.service@mcgill.ca)

Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

#### McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing instruction and support for all McGill students. 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](http://www.mcgill.ca/mwc/tutorial-service).

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## 10.6 Bookstore

### 10.6.1 Downtown Campus

The *Le James* – McGill Bookstore sells a full range of books for the academic and professional community, stationery supplies, McGill clothing, and gift items. Visit the *Le James* website to sign up for the newsletter so you are the first to know about services, promotions, store hours, and so much more. The *Le James* [online store](#) is open year-round, and you can shop 24/7 from the comfort of your home.

#### Main Store:

680 Sherbrooke Street West

Website: [lejames.ca](http://lejames.ca)

### 10.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Mac Campus Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available. Shop online 24/7 at [lejames.ca](http://lejames.ca).

#### Mac Campus Bookstore

Macdonald Campus Centennial Centre

2111 Lakeshore Road, Sainte-Anne-de-Bellevue

Website: [lejames.ca](http://lejames.ca)

### 10.6.3 Institutional Sales Department

The Institutional Sales Department (formerly the McGill Computer Store; MCS) is dedicated to the support and success of the McGill community. We are committed to the mission of Ancillary Services to provide efficient and quality assistance to McGill staff and departments, as well as the affiliated teaching hospitals of the MUHC.

Contact the Sales Team at [is.bookstore@mcgill.ca](mailto:is.bookstore@mcgill.ca) with your enquiry or list of products.

#### Institutional Sales

Website: [lejames.ca/institutional](http://lejames.ca/institutional)

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## 10.7 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](http://www.mcgill.ca/library/services/workshops).

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## 10.8 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.

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# 11 Information Technology (IT) Services

- [section 11.1: IT Support](#)
- [section 11.2: Communication and Collaboration](#)
- [section 11.3: Online Course Materials and Lecture Recordings](#)
- [section 11.4: Minerva](#)
- [section 11.5: Secure Your Journey](#)

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit [IT Services > Resources for >](#) for details.

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## 11.1 IT Support

McGill's IT Support site at [mcgill.ca/itsupport](http://mcgill.ca/itsupport) is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, text with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

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## 11.2 Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

### Email

All students are assigned a McGill email address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and given a McGill email mailbox. Please refer to [section 1.8.5: Email Communication](#) for further information on email services.

### MS Teams

[Microsoft Teams](#) is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and filesharing among McGill students, faculty, and staff members.

### OneDrive

Students are given 1 Terabyte of free [file storage space](#) on the Microsoft 365 cloud where you can store and share documents.

### Microsoft Office and 365 apps

As a student you can download and install the entire [Microsoft Office ProPlus](#) suite (Word, Excel, PowerPoint, OneNote etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more. Find out about all the Microsoft 365 apps at [mcgill.ca/it/explore-services/o365](http://mcgill.ca/it/explore-services/o365).



**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.

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### 11.3 Online Course Materials and Lecture Recordings

Sign in to [myCourses](#) for your online assignments, reading materials & syllabus. Many course lectures are recorded for streaming playback on demand. [Zoom](#) is the cloud-based tool used for attending remote classes when on-campus classes are not available. See the [Teaching & Learning Services website](#) for more information.

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### 11.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to [mcgill.ca/minerva](https://mcgill.ca/minerva) and log in with your McGill username and password or with your McGill ID and Minerva PIN. 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 Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- 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
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit [mcgill.ca/itsupport/minerva-students](https://mcgill.ca/itsupport/minerva-students).

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### 11.5 Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and 2-factor authentication (2FA);
- Learning securely;
- Staying vigilant against cyber threats such as phishing.

Visit [mcgill.ca/cybersafe](https://mcgill.ca/cybersafe) for tools and resources to secure your student journey at McGill.

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## 12 Resources for Study and Research

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

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### 12.1 Libraries

The McGill Library system provides access to [over 9 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 [mcgill.ca/library/branches](https://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 ([mcgill.ca/library](http://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 Readings Service](#) allows you to access digital items on course reading lists in the Library's catalogue and in *myCourses*. 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



**Note:** This information remains accurate until the end of the Winter 2022 term. In May 2022, the McGill Writing Centre will transfer to the Faculty of Arts. All course codes will be revised and will begin with WCOM. For the most up-to-date information, please visit [mcgill.ca/mwc](http://mcgill.ca/mwc).

The McGill Writing Centre (MWC) offers credit courses in academic, creative and professional 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: [mcgill.ca/mwc](http://mcgill.ca/mwc).

### Undergraduate Courses:

Course Number	Course Title	Credits	Notes
CEAP 150	Critical Analysis and Composition	3	Instructor permission required
CEAP 250	Research Essay and Rhetoric	3	
CESL 299	ESL: Academic English Seminar	3	
CESL 300	ESL: Academic English 2	3	Placement test required (see <a href="http://mcgill.ca/mwc">mcgill.ca/mwc</a> for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see <a href="http://mcgill.ca/mwc">mcgill.ca/mwc</a> for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see <a href="http://mcgill.ca/mwc">mcgill.ca/mwc</a> for details)
CCOM 200	Introduction to Creative Writing	3	
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 301	Selected Communication Topic 1	3	
CCOM 302	Selected Communication Topic 2	3	
CCOM 314	Communicating Science	3	
CCOM 315	Writing the Internet	3	
CCOM 414	Advanced Communicating Science	3	



**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:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1

Course Number	Course Title	Credits
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Literature Review 1: Summary and Critique	1
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1
CEAP 671	Selected Topics in Communication 1	1
CEAP 672	Selected Topics in Communication 2	1
CEAP 676	Thesis Writing Lab	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1
CCOM 614	Communicating Science to the Public	1
CCOM 615	Communicating Science to the Digital Public	1

**Course for School of Continuing Studies Students:**

Course Number	Course Title	Notes
CCOM 205	Communication in Management 1	Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies. MWC Departmental approval required.

**Courses in Professional Writing (CE Units):**

Course Number	Course Title	Notes
YCCM 208	Professional Writing in Business	
YCCM 600	Scientific Writing and Publishing: Graduate ESL	Online

**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: [mcgill.ca/mwc](http://mcgill.ca/mwc)  
 General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CEAP 250, CCOM 205 and YCCM 208 should be directed to:

Dr. Zachary Abram  
 Email: [zachary.abram@mcgill.ca](mailto:zachary.abram@mcgill.ca)  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 Telephone: 514-398-7109

Inquiries concerning CESL 300, CESL 400, CESL 500, CESL 641, and YCCM 600 should be directed to:

Dr. Mehdi Babaei  
 Email: [mehdi.babaei@mcgill.ca](mailto:mehdi.babaei@mcgill.ca)  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 Telephone: 514-398-7109

Inquiries concerning CCOM 206, CESL 299, CESL 631, and CESL 651 should be directed to:

Ross Sundberg  
Email: [ross.sundberg@mcgill.ca](mailto:ross.sundberg@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-3320

Inquiries concerning CCOM 200 should be directed to:

Sarah Wolfson  
Email: [sarah.wolfson@mcgill.ca](mailto:sarah.wolfson@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-7109

Inquiries concerning CCOM 314, CCOM 315, and CCOM 614 should be directed to:

Pamela Lamb  
Email: [pamela.lamb@mcgill.ca](mailto:pamela.lamb@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-7109

Inquiries concerning graduate-level courses and other aspects of the Graphos program should be directed to:

Dr. Yvonne Hung  
Email: [yvonne.hung@mcgill.ca](mailto:yvonne.hung@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8430

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses  
[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

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## 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



Telephone: 514-398-4711  
Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
Website: [mcgill.ca/library/branches/mua](http://mcgill.ca/library/branches/mua)

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## 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: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [mcgill.ca/redpath](http://mcgill.ca/redpath)

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## 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 Dulonpré, 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](mailto:info@mccord.mcgill.ca)  
Website: [musee-mccord.qc.ca](http://musee-mccord.qc.ca)

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## 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: [mcgill.ca/historicalcollections/departmental/lyman](http://mcgill.ca/historicalcollections/departmental/lyman)

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## 12.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialised 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 and Health Sciences, 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 [mcgill.ca/historicalcollections](http://mcgill.ca/historicalcollections).

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## 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.

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### 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 Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

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

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of 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 17 Schools. At present over 40,000 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.

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### 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: 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: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

**United Theological College of Montreal**

3475 University Street, Montreal QC H3A 2A8

Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

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 Universities Canada and remains an active member university to this day. 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 Mary Simon; C.C., C.M.M., C.O.M., **Administrator of the Government of Canada**  
O.Q., C.D., Governor General and Commander-in-Chief of Canada

### 13.5.2 Board of Governors

#### Board of Governors

Ram Panda; M.Eng., M.B.A.(McG.)

**Chair**

Suzanne Fortier; B.Sc., Ph.D.(McG.)

**Principal and Vice-Chancellor**

John McCall MacBain; OC, McGill University (BA), Wadham College, Oxford (MA), Harvard University (MBA)

**Chancellor**

#### 13.5.2.1 Members

##### Members

Bob Babinski; B.A.(McG.)

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.)

Alan Desnoyers; B.Com.(McG.)

Claude G  n  reux; B.Eng.(McG.), M.A.(Oxf.)

Lucy Gilbert; M.D., M.Sc., F.R.C.O.G.

Stephen Halperin; B.C.L./LL.B.(McG.)

Fred Headon; B.A.(Winn.), B.C.L./LL.B.(McG.)

Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)

Pierre Matuszewski; B.A.(Laval), M.B.A.(McG.)

Samuel Minzberg; LL.B.(McG.)

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Adrienne Piggott

Louise Pilote; M.P.H.(Harv.), Ph.D.(Calif., Berk.)

Samira Sakhia; B.Com., M.B.A.(McG.)

Karen Sciortino; B.A., B.F.A.(C'dia)

Cynthia Price Verreault; B.Com.(McG.)

Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

#### 13.5.2.2 Student Representatives

##### Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

##### *Observers*

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

## 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

21 Student Members

## 13.7 Administration

McGill's Senior Administration and governing bodies—the [Board of Governors](#) and [Senate](#)—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to [mcgill.ca/about/administration](https://mcgill.ca/about/administration) to meet McGill's senior staff and learn about the University's administration and governance structure.

#### **Administration**

John McCall MacBain	<b>Chancellor</b>
Suzanne Fortier	<b>Principal and Vice-Chancellor</b>
Véronique Bélanger	<b>Chief of Staff</b>
Christopher Manfredi	<b>Provost and Vice-Principal (Academic)</b>
Fabrice Labeau	<b>Deputy Provost (Student Life &amp; Learning)</b>
Gillian Nycum	<b>University Registrar and Executive Director of Enrolment Services</b>
Martine Gauthier	<b>Executive Director of Services for Students</b>
Chris Buddle	<b>Associate Provost (Teaching &amp; Academic Programs)</b>
Angela Campbell	<b>Associate Provost (Equity &amp; Academic Policies)</b>
Anja Geitmann	<b>Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural &amp; Environmental Sciences)</b>
Marc Denoncourt	<b>Chief Information Officer</b>
Edyta Rogowska	<b>Secretary-General</b>
Yves Beauchamp	<b>Vice-Principal (Administration &amp; Finance)</b>
Diana Dutton	<b>Associate Vice-Principal (Human Resources)</b>

**Administration**

Cristiane Tinmouth	Associate Vice-Principal (Financial Services)
Denis Mondou	Associate Vice-Principal (Facilities Management and Ancillary Services)
Louis Arsenault	Vice-Principal (Communications & External Relations)
David Eidelman	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Sam Benaroya	Associate Vice-Principal (Health Affairs) and Vice-Dean (Faculty of Medicine and Health Sciences)
Martha Crago	Vice-Principal (Research & Innovation)
Philippe Gros	Deputy Vice-Principal (Research & Innovation)
Benoit Boulet	Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)
Debra Titone	Associate Vice-Principal (Research)
Marc Weinstein	Vice-Principal (University Advancement)
Line Thibault	General Counsel and Director of Legal Services
Giovanna Santullo	Executive Director, Internal Audit

**13.7.1 Deans, Directors of Schools and Libraries****13.7.1.1 Deans****Deans**

Anja Geitmann	Agricultural & Environmental Sciences
Mary Hunter ( <i>Interim</i> )	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Dilson Rassier	Education
James Nicell	Engineering
Josephine Nalbantoglu	Graduate & Postdoctoral Studies
Robert Leckey	Law
Colleen Cook	Libraries
Yolande E. Chan	Management
David Eidelman	Medicine and Health Sciences
Brenda Ravenscroft	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

**13.7.1.2 Directors of Schools****Directors of Schools**

Martin Bressani	Architecture
Alba Guarné	Biomedical Sciences, School of
Susan Rvachew	Communication Sciences & Disorders
Bettina Kemme	Computer Science
Linda Wykes	Human Nutrition

**Directors of Schools**

Sylvie de Blois	<b>Environment</b>
Kimiz Dalkir	<b>Information Studies</b>
TBA	<b>Medicine, School of</b>
Anita Gagnon	<b>Nursing</b>
Laurie Snider	<b>Physical &amp; Occupational Therapy</b>
Timothy Evans	<b>Population &amp; Global Health</b>
Garth W. Green	<b>Religious Studies</b>
Nico Trocmé	<b>Social Work</b>
Richard Shearmur ( <i>Interim</i> )	<b>Urban Planning</b>
Christopher Ragan	<b>Public Policy</b>

**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](http://www.maces.ca)).

