University Regulations and Resources (Undergraduate)

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.
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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.

Further details regarding your rights and responsibilities are also available at 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 and the French Language Centre at 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. 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.
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.

**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.

### 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.

### 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 1.9.5: Academic Accommodation of Pregnant Students and Students Caring for Dependents.

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 (e.g., 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.

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.

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 Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health science fields (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at mcgill.ca/wellness-hub/access-care/vaccines-immunization-reviews or by calling the Student Wellness Hub at 514-398-6017.

1.9.2 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
Website: 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.

1.9.3 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, or contact:

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

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

Canadians who have been residing outside of Canada

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

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

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

Note for Continuing Studies: 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 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. Students without valid Canadian medicare, please see section 1.9.2: Health Insurance – International Students, or the Canadians who have been residing outside of Canada section above.

1.9.4 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, and for the Macdonald campus at 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/ods for more information, or to book an appointment.

Note for Medicine and Health Sciences: See the WELL Office at mcgill.ca/bewelloffice.

1.9.5 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 and 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.

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. 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 OIQ 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.

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.
- All other students should contact Service Point at 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.

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.

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).

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

### 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).

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):
   - 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):
   - 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 as well as at 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.

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 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

2.3.5.1 For the School of Continuing Studies

**By Email:**

  legaldocuments.conted@mcgill.ca

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

  McGill University
  School of Continuing Studies
  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, 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 it 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.

- 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.

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.

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 above, 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

Once you have confirmed your intention to attend McGill in Minerva, you must register by adding courses to your record during the registration periods listed on the Important Dates website. You must register on Minerva and can continue to do so throughout the registration period by adding and dropping courses until you have finalized your schedule.

All course descriptions are available in Class Schedule and on the eCalendar. If you are a new student, you should refer to section 3.2: Course Information and Regulations to familiarize yourself with McGill's course numbering system (section 3.2.1: Course Numbering), multi-term course rules (section 3.2.2: Multi-term Courses), and course terminology (section 3.2.3: Course Terminology).

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to section 4: Fees.
Note for the Faculties of Arts and Science (including B.A. & Sc.): For detailed information on registration, you can also refer to:

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

Note for the Faculty of Engineering:

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

Note for the Faculty of Law: For information regarding the registration periods for new and returning students in the Faculty of Law, please refer to the Law Student Affairs Office website.

Returning Students – During the month of June, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

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

Note for Medicine and Health Sciences: All M.D., C.M. and D.M.D. students must complete registration online, as per section 3.1: Registration Periods, by adding the prescribed courses on Minerva in the Fall term. Medical students should refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med-2 to 4) for registration deadlines.

3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates in the Important Dates Search Tool.

3.1.1 Returning Students

Registration for undergraduates will take place between May 25 and August 14, 2022.

Registration will open in the following order:

<table>
<thead>
<tr>
<th>Opening Registration Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3 and Year 4 students:</td>
<td>May 25</td>
</tr>
<tr>
<td>Year 2 students:</td>
<td>May 26</td>
</tr>
<tr>
<td>All other returning students:</td>
<td>May 27</td>
</tr>
</tbody>
</table>

On each of these days, registration is phased in over the morning beginning at 8:00 a.m. Please see When to Register for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student affairs offices and websites. For more information, see the Advisor Directory.

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

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

Note for Health Sciences: The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.

Note for Medicine: Students must register on Minerva for all courses within the registration period. Please refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med 2 to 4) for registration deadlines.

Note for Medicine and Dentistry: U2 medical and dental students need to have registered prior to August 14, 2022.
3.1.2 Newly Admitted Students Entering in September 2022

Registration will take place between June 8 and August 14, 2022.

Registration will open in the following order:

- **Wednesday, June 8**: registration opens for students admitted from Quebec CEGEPs.
- **Wednesday, June 15**: registration opens for students **whose highest level of education** prior to registering at McGill is a French Baccalaureate, International Baccalaureate, or at least one year of university, or who were admitted on the basis of Advanced Levels, CAPE, or other academic qualifications, which provides for Advanced Standing credit, and who therefore have a classification of Year 1 (U1) or higher.
- **Thursday, June 16**: registration opens for students **whose highest level of education** prior to registering at McGill is high school, and who have been admitted to a classification of Year 0 (U0) to the following faculties/schools/degrees: Arts (including Schools of Religious Studies and Social Work), B.A.&Sc., Education, Management, and Music.
- **Friday, June 17**: registration opens for students **whose highest level of education** prior to registering at McGill is high school, and who have been admitted to a classification of Year 0 (U0) to the following faculties/schools: Agricultural and Environmental Sciences, Engineering (including Architecture), Nursing, Occupational Therapy, Physical Therapy, and Science.

If you are a newly admitted student in September 2022 and you want to register for courses in the Summer of 2022, you can do so on Minerva. Please refer to Summer Studies for further information, or see mcgill.ca/summer.

**Note for the Faculty of Law**: **Tuesday, July 12, 2022**: registration opens for newly admitted students. You can find instructions on how to use Minerva in your orientation package; for more information, see the Law Student Affairs website.

**Note for Medicine and Health Sciences**: You must register in all courses no later than **August 14** and attend the Faculty of Medicine and Health Sciences and Faculty of Dental Medicine and Oral Health Sciences mandatory orientation & registration session, where your course registration can be confirmed. Information on the mandatory orientation & registration session is available on the Faculty of Medicine and Health Sciences Office of Admissions website.

3.1.3 Newly Admitted Students Entering in January 2023

Registration will take place between December 1, 2022 and January 4, 2023. Some faculties and departments require that you meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the Welcome to McGill publication or website, or the Essential Guide for New Students, Macdonald Campus, which are included with your acceptance package.

**Note for Dentistry**: Students accepted into the DMD Advanced Standing for Foreign Trained Dentists Pathway will begin classes the first week of December 2022.

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

3.1.4 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a late registration fee. For late registration fees, see Late Registration and Course Change Charges on the Student Accounts website.

**Returning Students**: You may register late via Minerva from August 15 until and including September 13, 2022.

**New and Readmitted Students (Fall)**: You may register late via Minerva from August 15 until and including September 13, 2022.

**New and Readmitted Students (Winter)**: You may register late via Minerva from January 5 until January 17, 2023.

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

3.2 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 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.

3.2.1 Course Numbering

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

The first four characters (subject code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at mcgill.ca/student-records/transcripts/key in the section Cross-walk of current subject codes to pre-2002 course numbers.

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

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

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

3.2.2 Multi-term Courses

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

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

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

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). You must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, you will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 1821 and Winter 1822.

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

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you select a multi-term course, you are making a commitment to that course for its entirety. You must register in the same section in all terms of a multi-term course. Credit will be jeopardized if you deliberately register in different sections of a multi-term course. In the case of Fall/Winter D1/D2 courses, attempting to change section in Winter may result in an inadvertent withdrawal (W) from the D1 course, and reinstatement in the D1/D2 course will result in you being charged administrative fees.

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

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

Important Conditions for Multi-term Courses

1. You must be registered for each component of the multi-term course. You must ensure that you are registered in the same section in each term of the multi-term course.

2. You must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.
3.2.3 Course Terminology

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

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

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to University Regulations & Resources > Undergraduate > Student Records > section 5.2: Credit System.

3.2.3.1 Course Nomenclature in Program Descriptions

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

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

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

3.2.4 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on Minerva, you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships' renewal and in-course awards, see section 8.1: Entrance Awards for McGill Students.

3.2.4.1 Normal Course Load

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

Note for the Faculty of Agricultural and Environmental Sciences:

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

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

- Newly admitted students may take up to 17 credits per term.
- Continuing students in Satisfactory Standing may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via Minerva, mcgill.ca/student-records/exceedcredits; 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/advise/advisedirectory.

Note for the Faculties of Education and Management and the School of Religious Studies:

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

Note for the Faculty of Engineering:

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school adviser.
- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in 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 labs, and five hours of personal study per week.

Note for the Faculty of Law:

- The normal course load is 15 to 18 credits per term.
Note for Health Sciences: For information, you should refer to your Faculty/School section in this publication.

Note for Medicine: M.D., C.M. students, please refer to mcgill.ca/ugme.

Note for the Schulich School of Music:
- The normal course load is 15 to 18 credits per term.
- Continuing students in Satisfactory Standing who wish to register for more than 18 credits must obtain permission from the Academic Adviser or Area Coordinator.

3.2.4.2 Course Load for Students in Probationary Standing

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:
- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits

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

3.2.4.3 Course Information and Regulations

Please see section 3.2: Course Information and Regulations.

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

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

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

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the course change deadline on Minerva as part of the Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu. You are responsible for selecting the S/U option on the correct course amongst all courses you are registered for, and that the course is eligible for the option per faculty and program regulations. If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course. Once the option is selected, and the course change deadline has passed, you may still remove the option up until the Withdrawal with no refund deadline.

The instructor will report grades in the normal fashion.
- Grades of A through C are converted to “Satisfactory” (S)
- Grades of D, F, and J are converted to “Unsatisfactory” (U)

The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.

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

Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's course change deadline, they must then consult their McGill Faculty Student Affairs Office for approval. Students in the faculties of Arts or Science: you will need to go to Service Point (3415 McTavish Street) to make this request. However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

Note: Special Students are not eligible to select the S/U option.

For further information, contact your departmental adviser or Student Affairs Office, as appropriate.
Note for Agricultural & Environmental Sciences, Arts, B.A. & Sc. and Science: Freshman year (U0) students are not eligible to select the S/U option.

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

Note for Law:
- The S/U option is available for Law and non-Law electives and Law complementary courses within the BCL/JD program.
- The S/U option is limited to one course in the BCL/JD program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.

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

Note for the M.D.,C.M. program: The M.D.c.M. program functions on a pass/fail system. Your final grade for each course is recorded on your university transcript as <S> satisfactory (pass) or <U> unsatisfactory (fail). See : Assessment System for further details.

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

Note for Nursing: The S/U option is not available to B.N.I. and B.Sc.(N.) students for required courses.

Note for Physical and Occupational Therapy: The S/U option is not available to Physical and Occupational Therapy students.

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

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

For a listing of First-Year Seminars, see Faculty of Arts > Undergraduate > Browse Academic Units & Programs > : First-Year Seminars and Faculty of Science > Undergraduate > Faculty Degree Requirements > Course Requirements > : First-Year Seminars: Registration.

3.2.7 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".

3.3 Course Change Period
You may make changes to your course registrations (add or drop courses), subject to the requirements and restrictions of your program and individual courses from the opening date of registration until the end of the course change period. The course change deadline coincides with the deadline for late registration. See mcgill.ca/importantdates.
If you drop all Fall courses before the end of August (or drop all Winter courses before the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see section 3.9: Deferred Admission), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see section 3.10: Readmission).

If you drop all Fall courses after the end of August (or drop all Winter courses after the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission.

For more information see section 3.10: Readmission.

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

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests made after the course change deadline must be made at 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.

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

### 3.3.1 Course Withdrawal

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

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

#### 3.3.1.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:
- Tuesday, September 20, 2022

Deadlines for withdrawal (grade of W) without refund:
- Single-term courses: Tuesday, October 25, 2022
- Multi-term courses that begin in Fall term (refund for the Winter portion of the course only): Tuesday, January 17, 2023

#### 3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:
- Tuesday, January 24, 2023

Deadline for withdrawal (grade of W) without refund:
- Single-term courses: Tuesday, March 7, 2023
- Multi-term courses that begin in Winter term (refund for the Summer or later portion of the course only): May 15, 2023*

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

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

**Note:**

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. Additional restrictions for Music courses are indicated in Schulich School of Music.
2. It is solely your responsibility to initiate a course withdrawal on Minerva. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with section 4.7: Fees and Withdrawal from the University.
5. Withdrawing from one or more courses during the semester may—where applicable—affect your government aid and/or McGill's Work Study Program eligibility. For international students, it may also impact your immigration status and/or permission to work in Canada. Please ensure that you are aware of any consequences related to the course withdrawal request; consult with the Scholarships & Student Aid Office, International Student Services, and/or your faculty Student Affairs Office, where relevant.

Note for the School of Human Nutrition: Intensive internship courses, like Professional Practice (Stage) in Dietetics, may have different start dates and withdrawal dates than other courses. You should consult the course outline.

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

Note for the Faculty of Law: You are encouraged to meet with a student adviser before withdrawing from a course (no refund).

Note for Graduate and Postdoctoral Studies: To add/drop/withdraw a course after the deadline has passed, you must submit a course change Request form, available at Student Records Forms, to your department. If the department supports the request, the department will forward the request to the Management of Academic Records Office, Enrolment Services, along with the recommendation from the department Graduate Program Director (GPD).

Graduate students who wish to withdraw from McGill should consult section 3.8: University Withdrawal, and submit a “Request for a University Withdrawal” form, available at Student Records Forms. Please note that this form is sent to the Management of Academic Records Office, Enrolment Services.

Note for Health Sciences: Withdrawal (W) deadline dates are listed at mcgill.ca/importantdates. The health profession programs described in this eCalendar are highly structured and students should consult their adviser or Student Affairs Office to determine what course changes, if any, are allowed.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. (Note 1 is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication).
2. It is solely your responsibility to initiate a course withdrawal on Minerva. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with section 4.7: Fees and Withdrawal from the University.

Note for Ingram School of Nursing: To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to the Ingram School of Nursing Student Affairs Office along with proper documentation to support this request.

Note for School of Physical and Occupational Therapy: The Physical Therapy and Occupational Therapy programs are highly structured and you must receive the approval of the Program Director to determine what course changes, if any, are allowed. You can consult the Student Affairs Office for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the Student Affairs Office, who will provide you with the proper forms.

Note for M.D.,C.M. program: Course changes are not permitted and withdrawals are only permitted when the student is on an approved leave of absence from the program.

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.

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/ahgme.

### 3.5 Changing Programs within Selected Faculties

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

- Arts
- Science (see Note 2 below)
- Bachelor of Arts and Science degree
- Management (certain programs only)
- Education (certain programs only)
- Engineering (certain programs only; see below)

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

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

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

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

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

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

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

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

Note for Schulich School of Music: To change or to add a music major, students must submit an Intra-Faculty Transfer application on Minerva before the assigned deadlines. For specific program details: mcgill.ca/music/student-resources/undergraduates/academic-resources/program-transfer-and-readmission. B.Mus. students who wish to add a major in another faculty can find more information on this website: mcgill.ca/ahemusique/programmedouble. B.Mus. students can also pursue a music or a non-music minor alongside their degree. A few music minors are open to students from other faculties. Visit the music minor website for more information: mcgill.ca/music/programs/minor.

### 3.6 Interfaculty Transfer

If you are a McGill student, have not graduated, and want to transfer into another undergraduate faculty, you may apply using the Minerva Faculty Transfer/Readmission Menu (mcgill.ca/minerva), unless otherwise indicated in mcgill.ca/student-records/transfer-readmission.
The host institution will automatically submit your grades to McGill for any completed courses.

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at 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 also refer to your faculty website for faculty-specific rules and to determine what supporting documents must be submitted for your application. To access the faculty websites, and for more information on how to apply and deadlines for faculty transfers, please see mcgill.ca/student-records/transfer-readmission.

**Note for International students:** Please note that International students who transfer to a different degree will be charged the tuition rate in effect for newly admitted students in their new degree in their term of transfer. Please refer to the Student Accounts website for details.

### 3.7 Quebec Inter-University Transfer Agreement

#### 3.7.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty’s permission, at any Quebec university for three (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. You may find additional information posted on your faculty website.

**Note:** Once the Quebec Inter-University Transfer (IUT) agreement is approved by both the home and host universities, you must register in the approved course. The method of registration at 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.

**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 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. 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). 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 > In-Person Registration).

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

3.8 University Withdrawal

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

3.8.1 Student's Responsibility

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

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

*Note for Graduate and Postdoctoral Studies:* If you are considering withdrawing from the University, you are strongly encouraged to consult with your academic unit before making a final decision. The date the request for withdrawal is submitted is the official date of withdrawal. Students who do not register in a given term are subject to University withdrawal. If you wish to return to complete your program in a later term, you must submit a Request for Readmission.

*Note for Physical and Occupational Therapy:* If you are blocked from withdrawing from course(s) in Minerva, you must contact the Student Affairs Office, who will provide you with the proper forms.

3.8.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at mcgill.ca/importantdates. If you drop all of your courses between September 1 and the Fall add/drop deadline, or between January 1 and the Winter add/drop deadline, you are withdrawn from the University. If you withdraw from all of your courses by the Fall or Winter withdrawal deadlines you are withdrawn from the University.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on Minerva. If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed the deadline for University withdrawal.

To return to your studies, you must follow the procedures for readmission. For more information, refer to University Regulations & Resources > Undergraduate > Registration > section 3.10: Readmission.
3.8.2.1 Fall Term

From September 1 to September 13, 2022 a drop of all courses constitutes a University withdrawal with refund (minus $200 for returning students and the registration deposit for new students). After September 13 and until the deadlines indicated below, you may withdraw from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus $200 for returning students and the registration deposit for new students): **Tuesday, September 20, 2022**
- Deadline for University withdrawal without refund: **Tuesday, October 25, 2022**

3.8.2.2 Winter Term

From January 1 to January 17, 2023 a drop of all courses constitutes a University withdrawal with refund (minus $200 for returning students and the registration deposit for new students). After January 17 and until the deadlines indicated below, you may withdraw from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus $200 for returning students and the registration deposit for new students): **Tuesday, January 24, 2023**
- Deadline for University withdrawal without refund: **Tuesday, March 7, 2023**

**Note:** The deadline to withdraw from a multi-term (spanned; D1/D2) course with partial refund is the winter add/drop deadline.

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

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

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

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

**Note for Graduate and Postdoctoral Studies:** A University Withdrawal Request form is required by the withdrawal deadlines and is available at mcgill.ca/student-records/forms. Students who do not register in a given term will be withdrawn as of September 1 (Fall term), January 1 (Winter term), or May 1 (Summer Term).

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

### 3.8.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to section 4.7: Fees and Withdrawal from the University.

Once you withdraw, you must return your ID card to the University as stated in section 2.4: Identification (ID) Cards.

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

**Note:** If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See University Regulations & Resources > Undergraduate > Registration > section 3.10: Readmission for more information.

**Note for the Faculty of Law:** You must reapply for admission via the McGill online application process. For more information, see mcgill.ca/law/bcl-jd.
3.9 Deferred Admission

To defer your offer of admission to McGill you must submit the designated web form no later than July 31 for the Fall term and December 31 for the Winter term. For further information, contact the Deferral Coordinator.

Several conditions apply for deferral and these will be communicated to you once the University receives your official request. The University is only able to approve a limited number of admissions deferral requests in any given term. You must pay your confirmation deposit before you may request an admission deferral.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via Minerva by the above deadlines and before submitting a deferral request. If the University grants your request for deferral, your registration deposit will be transferred to the deferred term.

If you do not request a deferral by the above deadlines, you will have to reapply for the next available admission term. If you are a registered student and you withdraw after the deadline, you must request readmission through your faculty. For more details, see section 3.10: Readmission.

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

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

Note for M.D., C.M. program: Requests for deferral must be submitted to the Office of Admissions no later than July 1st of the year in which the deferral is sought. For information, consult the Office of Admissions website.

3.10 Readmission

To return to McGill after a university withdrawal from a Fall and/or Winter term of an academic year, you must apply for readmission using Minerva’s Faculty Transfer/Readmission Menu. Readmission is not automatic or guaranteed. In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

Newly admitted students are only eligible for readmission if they withdrew from the University after the withdrawal with refund deadline.

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

We encourage students to complete their degrees, particularly those who are close to completion. Students who are readmitted after a period of absence are normally subject to the program and degree requirements in effect at the time of readmission. In such cases, determining the degree requirements for completion is at the discretion of the readmitting faculty.

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

Note for International students: Certain rules apply to international student fees upon readmission after a break in enrolment. Please refer to the Student Accounts website for details.

Note for Graduate and Postdoctoral Studies: Students who have been withdrawn from the University must submit a Request for Readmission to be considered for readmission into their program. For more information, refer to mcgill.ca/gps/students/progress/admission-former-students.

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

Note for Law students: If you need more information about readmission, contact the Law Admissions Office at admissions.law@mcgill.ca.

Note for Medicine and Health Sciences: Students returning from medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies. Consult the Absences and Leaves Policy for details.

3.11 Faculty/School Specific Information

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

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

3.11.2 Arts

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

mcgill.ca/oasis

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

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

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

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

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

3.11.3 Education

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

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

3.11.4 Engineering

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

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

The average 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 labs, and five hours of personal study per week.

3.11.4.1 Extra Courses

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

3.11.4.2 Prerequisites and Corequisites

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

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

3.11.5 Management

Management students should give particular notice to the following sections under Desautels Faculty of Management > Undergraduate:

- : Grading and Credit
- Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: General Management Program (Concentrations)
- Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: Major or Honours Programs
- Overview of Programs Offered by the Desautels Faculty of Management > : Management Core
3.11.6 Science

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

mcgill.ca/science/student

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

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

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

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

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

3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July, and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see Summer Studies or contact the Summer Studies Office at 514-398-5212.

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

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

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

The maximum number of credits you may take in the Summer term (May, June, and July combined) as a McGill, Visiting, or Special Student is 12 credits. You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer session (May, June, or July session). Please note that the schedule of lectures in Summer courses is very intensive and that two courses in one session is considered a very heavy workload. To register for more than two courses in Arts, Education, Engineering, Management, and Science—or more than one course in other faculties:

• McGill students must obtain written permission from their faculty;
• Visiting students must obtain written permission from both their home university and the faculty in which they are registered;
• Special students must obtain written permission from the faculty in which they are registered.

Quebec Inter-University Transfer (IUT) students may take, in one summer term, a maximum of one course regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI’s (Bureau de coopération interuniversitaire, previously known as CREPUQ) IUT website at www.bci-qc.ca/ (see section 3.7.2: Quebec Inter-University Transfer Agreement: Visiting IUT Students).
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.

4.2 Billing and Due Dates

The following sections contain information regarding billing and due dates.

4.2.1 Confirmation of Acceptance Deposit

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

4.2.2 Invoicing of Fees

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

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and miscellaneous charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. 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 your McGill 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 for information on payment due dates.

<table>
<thead>
<tr>
<th>Term</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td></td>
</tr>
<tr>
<td>Returning and new students</td>
<td>August 31, 2022</td>
</tr>
<tr>
<td>Winter Term</td>
<td></td>
</tr>
<tr>
<td>Returning and new students</td>
<td>January 5, 2023</td>
</tr>
</tbody>
</table>

**Late Payment Fees:** If you have an outstanding balance greater than $100 on your account on October 31 (February 28 for the Winter term), you are charged a late payment fee as per the fee schedule found at section 4.6: Other Fees. When a student has a student aid deferral, government aid deferral, or graduate funding deferral that has ended, their next e-bill will show that there is no longer a deferral in effect. Should the balance not be paid in full by the payment due date on this bill, the late penalty fee will be charged in addition to interest.

4.2.3 Guest Access on Minerva

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

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

You can revoke guest access privileges at any time.

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

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

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

4.2.4 Payment Procedures

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

Tuition rates are subject to change each academic year. Please access Tuition and fees at 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 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.

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. 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 or contact Service Point.

4.3.3 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at 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.

4.3.4 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. 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.

4.4 Compulsory Fees

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

4.4.1 Student Services Fees

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

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: the Student Wellness Hub, Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Student Accessibility & Achievement; Campus Life & Engagement (including assistance for francophone students); and the First Peoples’ House. Please refer to section 13.3: Student Services – Downtown Campus and section 13.4: Student Services – Macdonald Campus for details on these services.
4.4.2 Athletics and Recreation Fee

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

4.4.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

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

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

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

4.5 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 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.

4.6 Other Fees

For the current year's non-tuition charges, please refer to mcgill.ca/student-accounts/tuition-fees/non-tuition-charges.

4.6.1 Other Fees: Health Sciences

Fees specific to Health Sciences students are listed in each Health Sciences faculty or school section:

- Dentistry
- Medicine
- Nursing
- Physical & Occupational Therapy

under Undergraduate or Professional > Health Sciences: General Information > Fees: Health Sciences.

4.7 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with section 3.8: University Withdrawal. Otherwise, you are liable for all applicable tuition and other fees.
If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of $200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See section 3.8: University Withdrawal.

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

### 4.7.1 Fee Refund Deadlines

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

**Note for Graduate and Postdoctoral Studies:** Generally, there are no refunds for tuition and fees charged for a Summer term course from which you have withdrawn. For newly admitted graduate students who have withdrawn from a Summer Term of Residence, see University Regulations & Resources > Graduate > Regulations > Registration > : Summer Registration for information about a potential fee refund.

#### 4.7.1.1 Fall Term – up to and including September 20

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

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

#### 4.7.1.2 Fall Term – after September 20

No refund.

#### 4.7.1.3 Winter Term – up to and including January 24

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

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

#### 4.7.1.4 Winter Term – after January 24

No refund.

* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director; see section 11.3: Contact Information for Faculty & School Student Affairs Offices) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see mcgill.ca/gps/contact for contact information).

### 4.7.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may request a refund if you have a credit balance of over $2.00. Students with awards may be subject to a waiting period for their refund until the end of course add/drop, as most awards require full-time registration. For directions on requesting your refund online in Minerva, see mcgill.ca/student-accounts/your-account/requesting-refund.

**Note:** We strongly recommend that you supply direct deposit banking information via Minerva (Canadian banks only); otherwise, a refund charge will apply.

### 4.8 Other Policies Related to Fees

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

#### 4.8.1 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. In the event that a student’s account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas.
**Interest**: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). 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](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 you as a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

### 4.8.1 Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office to discuss the possibility of obtaining financial aid:

Brown Student Services Building  
3600 rue McTavish, Room 3200  
Montreal QC H3A 0G3

- Telephone: 514-398-6013  
- Email: student.aid@mcgill.ca  
- Website: 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.

### 4.8.1.2 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.

### 4.8.1.3 Cancelling Registration for Non-Payment of Previous Term(s)

In accordance with the fee policies stated in section 4.8.1: Overdue Accounts and section 4.8.1.1: Information for Registered Students, 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 ([mcgill.ca/student-accounts/forms](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.

### 4.8.2 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](mcgill.ca/student-accounts/your-account/requesting-refund).

### 4.8.3 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.

### 4.9 Sponsorships/Awards/Fee Deferrals

#### 4.9.1 Students with Sponsors

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

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

#### 4.9.2 Students Receiving McGill Awards

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's Financial Aid/Awards menu if you are expecting a scholarship or award. Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded. Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

#### 4.9.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents’ employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to your account as soon as you have registered, with the second instalment credited the first working day in January, which will be prior to the fee payment deadline. As such, you may reduce your payment amount by the total amount of your awards. This will avoid unnecessary credit balances to be refunded. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

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

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

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the University, government or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral while the deferral is effective. Once the deferral has ended, notification will be sent and fees will be due in full by the next payment deadline, otherwise interest and late payment fees will apply. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the [Student Accounts website](#).

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

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

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

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

### 4.10 Tax Slips/Receipts

T4A, Relevé 1, T2202, 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 Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at [mcgill.ca/student-accounts/your-account/tax-information](#).

### 4.11 Yearly Fees and Charges by Faculty

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

Please consult the Student Accounts website at [mcgill.ca/student-accounts](#) for tables of fees by residency status and faculty.

## 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. For Science (including B.A. & Sc.) see 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 > section 5.5: 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.

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
- 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
- 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.

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.

5.3 Grading and Grade Point Averages (GPA)

Note for Physical and Occupational Therapy: A grade of C+ is a minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH. A grade of C is a minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at mcgill.ca/spot/programs.
Instructors may submit final grades as either letter grades or in percentages, but the official grade in each course, which displays on the transcript is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance. In such cases, the class average is calculated for courses, where the total number of grades in all of its course sections is 25 or more, and the grades have a grade point (e.g. grades of S, U or P don’t have grade points).

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

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

**Policy on Pass/Fail Grading:**

For a course to be graded P/F, a proposal must be approved by the Program Director, approved by the Faculty Curriculum Committee, and approved by the Subcommittee on Courses and Teaching Programs (SCTP). Courses that are approved to be graded P/F must indicate this in the course syllabus. Pass/Fail grading applies to all students in a course section and cannot be selectively added to individual students.

Grades of Pass are not included in the GPA calculation and as such are not normally applied to required courses. P/F courses are not included in GPA calculations but are included in the count of completed credits for determining eligibility for scholarships and awards.

Please refer to the Satisfactory/Unsatisfactory option for information on that grading option for students.

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

### Numerical Scale of Grades

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

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

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

The University assigns grade points to letter grades according to the table above. Your Academic Standing (e.g. satisfactory, probationary), which is your academic status at the end of each term, is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade points, and dividing the sum by the total course GPA credits. The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on the transcript as 3.59 and is NOT rounded up to 3.60.

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

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

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

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA calculation restarted 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 final grades 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 grade will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

Note for Engineering: In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in Grading and Grade Point Averages. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A Impact of Technology on Society and Group B Humanities and Social Sciences, Management Studies and Law), Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses (including Year 0 (Freshman) math and science courses), technical complementary courses, laboratory complementary courses, or courses in any other category of the Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

Grades have the following designations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-</td>
<td>Very Good</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>Good</td>
</tr>
<tr>
<td>C+, C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Conditional Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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

Note: Not all grades listed below apply to every faculty, school or level. Faculty policy prevails when determining if a student may be eligible to receive one of these grades.

Other Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA</td>
</tr>
<tr>
<td>K</td>
<td>incomplete; instructor has extended the deadline for submission of work in a course</td>
</tr>
<tr>
<td>KE or K*</td>
<td>further extension granted for submission of work in a course, approval from the Faculty SAO may be required</td>
</tr>
<tr>
<td>KF</td>
<td>failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA</td>
</tr>
<tr>
<td>KK</td>
<td>completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.</td>
</tr>
<tr>
<td>L</td>
<td>approved to write a deferred examination in a course</td>
</tr>
<tr>
<td>LE or L*</td>
<td>permitted to defer examination for more than the normal period</td>
</tr>
<tr>
<td>NR</td>
<td>no grade reported by the instructor (recorded by the Registrar)</td>
</tr>
<tr>
<td>P</td>
<td>pass; not calculated in TGPA or CGPA</td>
</tr>
<tr>
<td>Q</td>
<td>course continued in next term (applicable only to courses taken pre-Fall 2002)</td>
</tr>
<tr>
<td>S</td>
<td>satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)</td>
</tr>
</tbody>
</table>
### Other Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)</td>
</tr>
<tr>
<td>W</td>
<td>withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA</td>
</tr>
<tr>
<td>WF</td>
<td>withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)</td>
</tr>
<tr>
<td>WL</td>
<td>faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA</td>
</tr>
<tr>
<td>NA or &amp;&amp;</td>
<td>grade not yet available</td>
</tr>
<tr>
<td>W- - or - -</td>
<td>no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)</td>
</tr>
</tbody>
</table>

**Note for Physical and Occupational Therapy:** Grades of S/U are not applicable.

**Note for Medicine:** Refer to mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy and mcgill.ca/ugme/policies-procedures/medical-student-performance-record.

### 5.3.2 Unexcused Absences

All students who miss a final exam or do not complete other final work in a course are given a J grade. You then have the following options:

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam or final course work. The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam or final course work. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.

2. Request a deferred exam, if you have the appropriate reasons and documentation.

3. Apply for a supplemental exam if permitted by your faculty.

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

**Note for Law:** Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director (Student Life & Learning) only.

**Note for Music:** Option 1 is not available to students in the Schulich School of Music.

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

You must request option 2 by the faculty deadlines as indicated in University Regulations & Resources > Undergraduate > Examinations: General Information > Final Examinations > section 6.3.2: Final Examinations: Deferred Examinations.

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

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

**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in 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.

**Note for Graduate and Postdoctoral Studies:** Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Associate Registrar, Management of Academic Records.
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) 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 5.4.3: Official Transcripts.

5.4.2.1 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.

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

5.4.3 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see 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) 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 and will be required to provide a copy of a government-issued Photo ID.

Note: Proxy requests will be accepted only with written authorization.
5.4.4 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.

For information on our current course numbering, see University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > section 3.2.1: Course Numbering.

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

- 280-211X = Intro. to Financial Accounting in Fall term (X);
- 629-202Y = Micro Economics in Winter term (Y);
- 660-221Z = Project Management extending for two terms, Fall and Winter (Z).

5.5 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, they may extend the deadline for your work until after the end of the course. In this case, the instructor will submit a grade of K (incomplete).

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

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

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

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

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

<table>
<thead>
<tr>
<th>Students graduating in June</th>
<th>April 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Winter, and multi-term courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-graduating students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall courses</td>
<td>April 30</td>
</tr>
<tr>
<td>Winter and multi-term courses</td>
<td>July 30</td>
</tr>
<tr>
<td>Summer courses</td>
<td>November 30</td>
</tr>
</tbody>
</table>

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

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

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

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

For more information, see section 5.3: Grading and Grade Point Averages (GPA).
Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

**Note for the Faculty of Agricultural and Environmental Sciences:** The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

<table>
<thead>
<tr>
<th>Students graduating in June</th>
<th>Non-graduating students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall courses</td>
<td>Fall courses</td>
</tr>
<tr>
<td>January 15</td>
<td>January 15</td>
</tr>
<tr>
<td>Winter courses, and courses spanning Fall/Winter</td>
<td>Winter courses, and courses spanning Fall/Winter</td>
</tr>
<tr>
<td>April 30</td>
<td>May 15</td>
</tr>
</tbody>
</table>

Students’ deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time. It is important to note that instructors may impose earlier deadlines than those listed above.

If instructors have not submitted grades to clear Ks to the Student Affairs Office by the above dates, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under University Regulations and Resources > Undergraduate > Student Records > section 5.3: Grading and Grade Point Averages (GPA).

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

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

### 5.6 Transfer Credits

Students who have been approved to transfer credits from another university and students who participate in a formal university exchange could be eligible to transfer earned credits to McGill if the grade earned in the host university course(s) is equal to or higher than the grade/GPA required to graduate from the host university. The policy will apply to both elective and required courses and, to be counted, courses must be taken at the host institution for the same purpose (i.e., major, minor, elective etc.) than they would have at McGill. Please note that grade/GPA requirements may differ across programs and that your Student Affairs Office will determine the category to which credits are transferred to your program.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before taking the courses, especially if the courses are part of your program requirements. Please note that credits that have not been preapproved might not be transferred. Admissions, Faculties, and Departments vet the courses they approve for credit and thus have the right to refuse certain courses that do not satisfy program requirements.

You may be granted credit for courses meeting the requirements described above at other universities, as long as you are within the number of credits imposed by McGill's residency requirements and program requirements for some faculties. In general, a minimum of 60 credits completed at McGill is needed to qualify for a McGill degree. You must be in Satisfactory Standing in order to be granted the transfer credits.

Grades for transfer courses earned at the host university are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation. Courses at a host university which you fail or from which you withdraw will appear on your McGill transcript with zero credit granted.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer credits with your faculty at McGill within four months of completing your exchange program or study away. If you are studying at another Quebec university on an Inter-University Transfer (IUT) agreement, the host university sends your grade(s) to McGill automatically. For additional information, see section 3.7: Quebec Inter-University Transfer Agreement.

Transcripts for transfer courses must be received by the following deadlines:
**Graduation Term** | **Convocation**
---|---
April 1, if your term of graduation is Winter | Convocation in Spring
August 15, if your term of graduation is Summer | Convocation in Fall
December 15, if your term of graduation is Fall | Degree granted February, Convocation in Spring

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

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

**Note for the Faculty of Engineering:** If you are completing a B.Eng. degree, half of your program must be completed at McGill. The number of transfer credits granted for courses taken outside McGill can therefore not exceed 50% of the total credits for your program. Note that the total credits for your program includes those associated with the Required Year 0 (Freshman) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.

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

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

### 5.6.1 Advanced Standing Transfer Credits

Students who have successfully completed their high school studies, including courses or programs that may result in the awarding of Advanced Standing and exemptions, such as the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, must declare these studies upon applying for admission to McGill University. Advanced Standing and exemptions will be given for these completed studies.

Students who have been granted advanced standing for the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, but who wish to complete a four-year undergraduate program at McGill, will be permitted to do so, with the appropriate limitations on the repetition of courses for which they have received exemptions. This gives students with Advanced Standing the option of completing 120 McGill credits.

Interested students should contact their Faculty or School advisers.

### 5.7 Tracking Student Progress: myProgress

#### 5.7.1 myProgress

myProgress is a web-based tool that allows students to track their progress towards completion of their undergraduate degree. The tool offers an overview of the degree requirements a student has completed in relation to those remaining before being able to apply for graduation.

Students admitted to a McGill undergraduate program as of Fall 2019 will have access to myProgress. It is currently open to select faculties only; please refer to the following websites for more information.

- **Undergraduate students:** please refer to the [Undergraduate myProgress website](#).
- **Graduate students:** please refer to the [Graduate myProgress website](#).

#### 5.7.2 Degree Evaluation Tool

**Note:** The Degree Evaluation tool is currently available only to students in certain faculties admitted prior to Fall 2019.

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

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course “attribute” on the Minerva report.
Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does not constitute approval to graduate. For details regarding the Degree Evaluation tool, including Reading a Degree Evaluation Report, click here.

Note for Medicine, Dentistry, and Nursing: The Degree Evaluation tool is not used in the Faculties of Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and the Ingram School of Nursing.

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.

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.

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.
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.

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](http://mcgill.ca/osd/student-resources/forms/exam-sign).

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.

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](http://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/summerfinalexams.

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 Final Examinations: University Regulations Concerning Final Examinations

6.3.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the entire term to maximum advantage.

6.3.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final grade.
3. If the written examinations in a course constitute 50% or more of the final grade, 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. Final examinations can be administered as either in person or online assessments.
4. A final examination given during the examination period shall be worth at least 25% of the final grade.
5. Students shall be informed of all course requirements by the end of the course add/drop 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 other terms of less than a 13-week duration, and to courses in the Faculties of Law, Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, 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 to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in 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.

It is the responsibility of the student to confirm the date, time, format for online or location of an in person examination by checking examination schedules posted on mcgill.ca/exams. No student will be allowed to enter an in person examination later than one hour after it has started.

Note for Medicine and Health Sciences: Refer to mcgill.ca/ugme/policies-procedures/examinations.

Note for Dental Medicine and Oral Health Sciences: Refer to mcgill.ca/dentistry/academicaffairs/examschedule.
Final Examinations: Deferred Examinations

Step 1: Understanding your options and the consequences

Deciding whether or not to defer a final exam can be difficult. While there are obviously times when taking that step is necessary, there are usually more cons involved than pros. If you're contemplating applying for a deferred exam, consider the following first:

- Exams during the regular period are scheduled shortly after the end of the course. Deferred exams are held much later after the end of a term, meaning course material will not be as fresh.
- Applying for a deferred exam does not guarantee approval. Deferred exam requests are not automatically granted, even with supporting documentation. Consult the "Eligibility" section for more information.
- Deferrals are meant to help students who are severely ill or dealing with unforeseeable, significant extenuating circumstances. Requests due to minor illnesses (cold), minor personal matters, or scheduling conflicts (travel plans) will not be approved.
- Do not use deferral requests to manage your exam schedule or to reduce your exam load. If you request to defer one exam due to illness, then write another exam the same day or the next, your request will likely be refused. It is your responsibility to plan how you will meet the academic requirements of your program.
- Deferred exam requests will not be approved if you attend your exam and partway through decide that you were not well enough to perform at full capacity.
- In cases of incidental illness (e.g., a cold, cramps, nausea, etc.) that affected your study time leading up to the exam, but where you recovered on the day of your exam, you are expected to write your exam, and a deferral will not be granted.
- If you have requested a deferred exam in the past, any future requests will be reviewed more stringently, and requests with similar reasons or circumstances as previous requests will not likely be approved.
- If you have made requests due to disability or chronic illness in the past, it is your responsibility to take measures to manage your condition and your course schedule to avoid relying on deferred exams in subsequent exam periods. Please refer to resources available (listed in final bullet for Step 1) and consult with your academic advisor to assist you in this process.
- You cannot defer a deferred exam. If you fall ill right before your deferred exam, you will not have the option to defer it again.
- You will have to provide supporting documentation for your request if this is not your first deferral.
- A deferred exam may have an impact on future plans, such as exchanges, studying abroad, internships, etc.
- Deferring an exam merely pushes it to the future, to a time when you may have a full course load of other exams to prepare for. You are strongly advised not to defer more than two exams in an exam period, as this could make for an unmanageable deferred exam period and workload for the following semester.
- The course with a deferred final exam will show a grade of "L" on your transcript until the deferred exam is written and graded. Both the grade of "L" and your final grade will display on your advising/unofficial transcript.
- McGill offers many resources to help you avoid having to defer, including McGill Tutoring Services, McGill Counselling Workshops, faculty-specific resources, and other academic resources. If you have a disability or a chronic illness, register with the Office for Student Accessibility & Achievement to help you manage your accommodation needs.
- Your academic advisor can help point you toward valuable resources and support services, as well as outline how a deferral might affect your career and timeline.

Step 2: Find out if you are eligible for a deferred exam

The following are the eligibility requirements for a deferred exam:

- Requests are submitted according to your Faculty Guidelines (see "Submitting a request").
- You must cite a valid reason for requesting a deferred exam, even if this is your first-time request. Valid reasons are:
  - Serious medical illness;
  - Serious personal issues/circumstances;
  - Serious unforeseeable or extenuating circumstances.
  
  Note: Travel plans are not a valid reason.

- If this is not your first deferred exam request, you must also provide supporting documentation (such as a medical note) which confirms your inability to write the exam on the original date. Documents should be submitted as soon as you submit your deferral request in Minerva. Incomplete requests will
be cancelled, and late documents will not be accepted. See “Submitting a request” for details on accepted supporting documents and how and when to submit supporting documents.

- First-time requests: Students in eligible faculties (listed below) who request a first-time exam deferral due to illness or other serious extenuating circumstance may be granted the deferral without the need for supporting documentation (such as a medical note). Students requesting a first-time deferral are nonetheless required to have a valid reason, and all other requirements and deadlines for submitting a request for a deferred exam will apply.

Eligible faculties:
- Science (including the Bachelor of Arts & Science)
- Management
- Law
- Engineering (including School of Architecture)
- Education
- Arts (including Schools of Social Work and Religious Studies)
- Agricultural and Environmental Sciences

Ineligible faculties/schools:
- Continuing Studies
- Nursing
- Information Studies
- Physical and Occupational Therapy
- Dentistry
- Medicine and Health Sciences
- Music
- Graduate and Postdoctoral Studies

- For ineligible faculties/schools, the guidelines for your home faculty or school are applicable.

**Step 3: Submit your request**

1. **Read Step 1: Options and consequences, and Step 2: Eligibility**.
2. **Check the deadlines for submitting a request applicable to you**. Visit My Exams to view deferred exams application deadlines.
3. **Submit your request**. You must do this by the posted deadline in your faculty guidelines.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>How/Where do I submit an exam deferral request?</th>
<th>Where do I submit supporting documents (e.g., medical note)?</th>
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<tr>
<td>Agriculture and Environmental Sciences</td>
<td>Minerva (Student Menu&gt;Student Records Menu&gt;Deferred Exam Application)</td>
<td>Student Affairs at Macdonald Campus</td>
<td>Student Affairs at Macdonald Campus</td>
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<tr>
<td>Arts (including Information Studies and Social Work)</td>
<td>Minerva (Student Menu&gt;Student Records Menu&gt;Deferred Exam Application)</td>
<td>Current Student Contact Form</td>
<td>OASIS at Dawson Hall</td>
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<tr>
<td>Continuing Studies</td>
<td>Minerva (Student Menu&gt;Student Records Menu&gt;Deferred Exam Application)</td>
<td>In person at School of Continuing Studies or by email</td>
<td>Continuing Studies Front Desk (688 Sherbrooke W., 11th floor)</td>
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<tr>
<td>Dentistry</td>
<td>Minerva (Student Menu&gt;Student Records Menu&gt;Deferred Exam Application)</td>
<td>Associate Dean or Student Affairs within Dentistry</td>
<td>Student Affairs within Dentistry - or Norman Miller</td>
</tr>
<tr>
<td>Education</td>
<td>Minerva (Student Menu&gt;Student Records Menu&gt;Deferred Exam Application)</td>
<td>In person at Student Affairs (3700 McTavish, room 243) or by email</td>
<td>Student Affairs at Education (3700 McTavish, room 243)</td>
</tr>
<tr>
<td>Engineering (including Architecture and Urban Planning)</td>
<td>Minerva (Student Menu&gt;Student Records Menu&gt;Deferred Exam Application)</td>
<td>In person at Frank Dawson Adams building (3450 University, Room 22)</td>
<td>Student Affairs at Frank Dawson Adams building (3450 University, Room 22)</td>
</tr>
</tbody>
</table>
4. Submit supporting documents.

What do you need to provide?

Supporting documents must substantiate your claim of incapacity or inability to attend your exam(s) on the given date(s).

Medical notes must be from a health practitioner who has observed and diagnosed your condition directly and in-person (telephone or remote diagnoses are not permitted). The following is a list of registered and licensed health practitioners deemed acceptable:

- A Dental Surgeon or Dentist
- A Psychologist, Psychotherapist, or Social Worker
- A Physician, Psychiatrist, or Surgeon
- A Nurse or Nurse Practitioner
- A health professional from any of the McGill health services (ie., Student Wellness Hub)

All supporting documents must be clear, complete, and include the following:

a. Your full name, and where applicable McGill ID#

b. Information about your health practitioner:
   - their name, address, and license #
   - their signature
   - the date you met with them
c. Information about your circumstances:

- a statement of capacity, indicating that you weren't/aren't able to attend your exam and why;
- the date(s) that you were/are incapable of doing so;
- the date on which you'll be able to resume your studies/exams.

When do you need to provide it?

Supporting documents must be sent as soon as you have submitted your Minerva request. Note that incomplete requests will be cancelled.

- Arts and Science students:
  - Submit PDF copies of your documents to Service Point by completing the Current student Contact form mcgill.ca/servicepoint/current-student-contact-form and selecting the option "Final Exams".
- Students from all other Faculties must submit documents directly to their Faculty Student Affairs Office.

Step 4: Understanding your decision (approved or refused)

If your deferred exam request is approved

- It is your responsibility to verify the Deferred Exam schedule for the exact date, time, and location of your exam. The schedule will be posted at mcgill.ca/exams approximately two weeks prior to your deferred exam period.
  - Exams deferred from the December exam period (i.e., from the Fall term) are scheduled in the Winter term Reading Break.
  - Exams deferred from the April exam period (i.e., from the Winter term) are scheduled in the 3rd week of August.
  - You are expected to be available during a deferred exam period to write your exam.
- You can only defer your final exam once. If you request a late course withdrawal (late-W) from a course with an approved exam deferral and the reasons for the late-W are similar to those for your deferred exam request, then your request will not be granted.
- If you requested a deferred exam and then ended up writing the original final exam, you will no longer be eligible to write the deferred exam, even if your request was approved. It is your responsibility to inform your Student Affairs office (or Service Point, for Arts and Science students) that you wrote the final exam at the originally scheduled time. Failure to meet this obligation may place you in violation of the Code of Student Conduct and may involve disciplinary measures.
- Take measures to avoid similar issues arising in your next exam period. If you have a chronic condition or disability, register with the Office for Student Accessibility & Achievement. If you are experiencing anxiety or other mental health issues, see a counsellor or therapist and talk to your faculty adviser regarding ways you can better manage your course load. McGill offers many resources to help you avoid having to defer, including McGill Tutoring Services, McGill Wellness and Life Skills Workshops, Counselling resources through the Student Wellness Hub, and other academic resources.

If your deferred exam request is refused

- The refusal could be for any number of reasons, including but not limited to:
  - You did not provide a valid reason for your request;
  - Your medical documentation was non-specific, inadequate, or missing;
  - You have made previous requests for similar or the same reasons and there is no evidence that you have taken measures to address the challenges you are facing during exam periods.
- You must write the final exam at its originally scheduled date and time. If you do not or did not write your final exam, you will receive a grade of J, which counts as a failure in your TGPA and CGPA. If you receive a J, a supplemental exam may be an option for you if you meet the eligibility requirements. See Supplemental Exams.
- If you are an Arts or Science student, you may make a written request to have the decision reviewed; there must be new information or documentation relevant to your initial request that you did not originally submit.

If you believe that your situation warrants a decision review, submit your written request no later than 5 business days after the refusal of your initial request.

- How to submit a request:
  - Write a concise (max 500 words) statement explaining why you are requesting a decision review, and what new and relevant information you are sharing to support your request.
• Email your statement - including PDF-formatted supporting documents - to servicepoint@mcgill.ca from your McGill email account, ensuring that the subject line reads "Decision Review: Deferred Exam".

• Decisions are reviewed by a committee consisting of the following individuals: Director, Service Point; Registrar and Executive Director of Enrolment Services; and either the Associate Dean (Arts OASIS) or the Director of Advising (Science SOUSA), depending on your Faculty.

• Decisions made by this committee are final.

Note for the Faculties of Arts and Science (including B.A. & Sc.): Submit your supporting documents to Service Point (3415 McTavish Street). However, it is important that you also see a Faculty Adviser in 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.

Note for the Faculty of Agricultural and Environmental Sciences: The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at mcgill.ca/importantdates, apply on Minerva, and provide medical documentation to the Student Affairs Office.

Note for the Faculty of Engineering: You should refer to section 6.3.2.1: Deferred Examinations: Faculty of Engineering for more information on the Faculty of Engineering policies on deferred exams.

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

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

6.3.2.1 Deferred Examinations: Faculty of Engineering

For information regarding deferred examinations in the Faculty of Engineering, please see mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/deferred-exams.

6.3.3 Final Examinations: Reassessments and Rereads

In accordance with the Charter of Students' Rights, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing:

• to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music); see section 11.3: Contact Information for Faculty & School Student Affairs Offices;

OR

• via Service Point if you are a student in the Faculty of Arts or the Faculty of Science.

You should check with that office regarding application deadlines for formal rereads.

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

There are two recognized types of impartial reviews: reassessments and rereads:

• reassessment of coursework completed during the term (term papers, mid-terms, assignments, quizzes, etc.)

• reread of a final exam

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

6.3.3.1.1 Reassessment of Coursework

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

6.3.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

• March 31 for courses in the Fall term

• September 30 for courses in the Winter and Summer terms

Exam reread fees apply; refer to the Student Accounts website for fee amounts and information.
For students pursuing a Bachelor of Arts, Bachelor of Science, or Bachelor of Arts & Science:

- Requests for a final exam reread must be made via Service Point;
- It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Students from outside the Faculties of Arts or Science who are taking a course administered by the Faculty of Arts or Science must submit final exam reread requests directly to the Student Affairs Office of their Faculty for approval.

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

### 6.3.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences

Two forms of formal re-evaluation of graded work are possible: reassessments of term work (midterm exams, quizzes, assignments, etc.) and rereads of final exams.

In both cases the first step is to discuss your grades with your instructor, for explanation and possible adjustment. If a satisfactory conclusion cannot be reached, a formal re-evaluation by a qualified and impartial evaluator can be requested.

For term work, you must apply for a reassessment in writing to the chair of the department that administers the course. An email request is sufficient. If in doubt about whom to contact, ask your Academic Adviser. The request for reassessment of term work must be made within 10 working days after the graded material has been made available to you.

For formal final examinations, you must apply for a reread in writing to the Associate Dean (Student Affairs). Application for rereads must be made by March 31 for Fall term courses and by September 30 for Winter term and Summer term courses. You will be assessed a fee for formal rereads; if your examination grade increases, the fee is waived.

You should be aware that, in either case:

- grades may be raised, stay the same, or be lowered as the result of a re-evaluation;
- the final course grade will be determined using the new grade, whether it is higher or lower;
- re-evaluations in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

### 6.3.3.3 Reassessments and Rereads: Faculty of Law

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

### 6.3.3.4 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a Reassessment of a Grade and Reread webform and submit it to the Student Affairs Office, Engineering Student Centre.

The following regulations apply:

- Grades may be either raised or lowered as the result of a reread.
- A fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge. Consult the Student Accounts website for the fee at mcgill.ca/student-accounts/ tuition-fees/non-tuition-charges/other.

Reread application deadlines:

- Fall courses: last working day of March
- Winter courses: last working day of July
- Summer courses: last working day of September

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

### 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) 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;
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.

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 Full 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.

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.

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.

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

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

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

Note for the Faculty of Science (including B.A. & Sc.): Requests are made at section 12: Service Point. 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.

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
Website: mcgill.ca/exams/dates/proctor

6.5 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators:

• CASIO fx-100MS
• CASIO fx-115MS
• CASIO fx-260
• CASIO fx-300MSPlus
• CASIO fx-570MS
• CASIO fx-991MS
• CASIO fx-992S
• SHARP EL-510
• SHARP EL-520
• SHARP EL-531
• SHARP EL-546 (all extensions are acceptable for SHARP calculators)
• TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. Non-regulation calculators will be removed and no replacement calculator will be provided. You are expected to own one of the above-listed Faculty of Engineering Standard Calculators. For more information, see mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators.

6.6 Laptop Examination Policy for the Faculty of Law

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

1. ensure laptop compatibility with Faculty-approved software;
2. complete the Faculty of Law Laptop Examination Agreement;
3. download the Faculty-approved software;
4. run a test prior to the start of the examination period;
5. if necessary, sign an IST Customer Services-Computer Repair Waiver.

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

First-year students are required to attend the examination information session and software download session during the Fall term; dates will be provided by the SAO.

Students considering updating their laptop’s operating system should consult the Student Affairs office in advance, to ensure that the new version of the operating system is compatible with the examination software.

6.6.1 Laptop Examination Agreement

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

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a third-party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.

2. I confirm that my personal laptop meets the minimum requirements (as stipulated in the Faculty of Law – Laptop Exam Student section of the myCourses course Law-Law-Student Affairs-Examinations) for the laptop exam pilot project. My laptop has access to the McGill wireless network. Once I have completed this agreement, I will download and install the University-approved software on my laptop. I will follow the tutorial and test the software on my laptop within the stated deadlines.

3. If my laptop fails during the exam (e.g., a computer crash), I agree to continue and finish the exam by handwriting it. I understand that I will not be granted additional time to resolve the computer problems during the exam. If the incomplete examination cannot be retrieved from my computer within two working days, the Associate Dean (Academic) will determine remedial options.

4. I understand that, if necessary, ICS staff may be available to troubleshoot any difficulties encountered with the approved software (a third-party application). I will be asked to sign an IST Customer Services-Computer Repair Waiver acknowledging that ICS staff will not be held responsible for any theft, loss, or damage (to hardware or software) occurring during the diagnosis or repair of my laptop, or for any loss of data, regardless of when it was lost.

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

7 Internships, Exchanges, and Co-op Programs

7.1 Internships and Co-op Programs

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

- Faculty of Agricultural and Environmental Sciences students: Refer to Faculty of Agricultural and Environmental Sciences > Undergraduate > Overview of Programs Offered by the Faculty of Agricultural and Environmental Sciences > : Internship Opportunities.
- Faculty of Arts students: See the Arts Internships website at mcgill.ca/arts-internships.
- Faculty of Education students: For information on B.Ed. Field Experiences (student teaching), please refer to the Internships & Student Affairs website; for information on B.Sc. Kinesiology internships, please contact your KPE Student Advisor.
- Faculty of Engineering students: Refer to Faculty of Engineering > Undergraduate > : Engineering Internship Program. The Department of Mining and Materials Engineering also offers co-op programs in Mining Engineering and Materials Engineering.
- Faculty of Law students: For information on Human Rights internships, see: mcgill.ca/humanrights/clinical/internships.
- Desautels Faculty of Management students: Refer to Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > : Course Overlap.
- Faculty of Science students: Information regarding internships for Science students can be found at mcgill.ca/science/undergraduate/internships-field/internships.

7.2 Exchange Programs

For information on Exchange Programs, refer to Study Abroad & Field Studies > Undergraduate > : Exchange Programs.

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

Note for Engineering students: For further information, contact the Faculty of Engineering Student Affairs Office in the Engineering Student Centre, and see mcgill.ca/engineering/students/undergraduate/exchanges-study-away.
Note for Law students: Students should consult mcgill.ca/law-studies/hcjd-studies/exchange for the eligibility criteria.

Note for Management students: See also Desautels Faculty of Management > Undergraduate > Desautels Faculty of Management Studies > International Student Exchange Program.

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

Note for Music students: For further information, contact the Schulich School of Music Student Affairs Office and see mcgill.ca/music/student-resources/undergraduates/learning-abroad.

7.3 Field Studies

For information on Field Studies, refer to Study Abroad & Field Studies.


7.4 Mobility Award

The purpose of the Mobility Award is to encourage students to study abroad as part of their McGill degree program by defraying part of the cost of this experience. Complete information on this award is available on the McGill Abroad website.

7.5 Study Abroad Opportunities

For information on Study Abroad, refer to Study Abroad & Field Studies > Undergraduate > Opportunities for Field Study and Study Abroad, or see mcgill.ca/mcgillabroad.

8 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based awards for entering and in-course undergraduate students. As well, the office administers all federal, provincial, and U.S. government student aid programs. For information and links to government websites as well as comprehensive information concerning all undergraduate awards appearing in the Undergraduate Scholarships and Awards Calendar, see Scholarships and Student Aid.

8.1 Entrance Awards for McGill Students

Undergraduate Entrance Scholarships are available to students entering McGill University for the first time in a full-time undergraduate degree program. You should consult mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships for details. Highlights include:

- Entrance Scholarships are entirely merit-based; financial need is not considered.
- Value ranges from $3,000 to $12,000.
- There are two types: the One-Year, where eligibility is based solely on academic achievement; and the renewable Major, based on academic achievement as well as leadership qualities in school and/or community activities.

8.1.1 Application Procedures

- One-Year Scholarships: by applying to McGill, all eligible applicants who meet the minimum academic requirements are automatically considered. No separate application is required. For more information, see mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/criteria.
- Major (renewable) Scholarships: candidates can apply on the web by the scholarship deadline dates after their application for admission has been submitted and they have received an email acknowledgment.
8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. Entrance bursaries range in value and are determined by the level of need demonstrated by the student/family and the tuition fee rate charged based on student residency and program of study. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see mcgill.ca/studentaid.

8.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the Undergraduate Scholarships and Awards Calendar for regulations and information concerning these awards at mcgill.ca/studentaid/scholarships-aid/current-undergrads.

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 1 to 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards, you must complete at least 27 graded credits in the regular academic year unless otherwise stated by your Faculty. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult mcgill.ca/students/iut.
- You should review all regulations regarding in-course awards by consulting mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of your achievements and appears on your transcript. There is no monetary reward.
- All awards, with the exception of convocation prizes, are credited to students' tuition fee accounts for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.

8.2.1 In-Course Financial Aid

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

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

8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, although Academic Standing is also considered. There are a variety of Work Study positions available, ranging from clerical work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities.

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

William & Mary Brown Student Services Building
3600 McTavish Street, Suite 3200
Montreal QC H3A 0G3
Canada
9  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.

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.
9.1 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 9. 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.

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.

9.1.1 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 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.

**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. 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.

9.2 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 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.

9.3 Graduation Honours

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

9.3.1 Dean's Honour List

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

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

9.3.2 Distinction

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

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class; 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, Dental Medicine and Oral Health Sciences, Law, Medicine and Health Sciences, 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 mcgill.ca/students/courses/calendars.

9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

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

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

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

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

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

Application

No application is necessary if you have taken courses from the approved list; all B.Sc. and B.A. & Sc. graduating students' records are considered by the Faculty of Science.

In exceptional circumstances, if you have taken a science research course not already on the approved list and wish for this course to be counted toward the Dean's Multidisciplinary Undergraduate Research List, you must apply. A qualifying course involves a science research project as its primary focus, culminating in a substantive written report. Ineligible courses include: reading courses; BASC 396 and BASC 449; and courses offered by the Faculty of Arts. For information on how to apply, please contact your advisor in the Science Office for Undergraduate Science Advising at least four months prior to graduation (e.g., February 1, for June graduation; July 1, for November graduation; August 1, for February graduation).
9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.)

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

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

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

9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences

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

- you must complete all honours program requirements; for Honours, the CGPA at graduation must be at least 3.00;
- for First-Class Honours, the CGPA at graduation must be at least 3.50;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

Students in an honours program whose CGPA is below 3.00, or who did not satisfy certain program requirements, must consult their academic adviser to determine their eligibility to graduate in a program other than Honours.

9.4 Replacing a Diploma

9.4.1 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.

9.4.2 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 first, then to submit the order go to 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.
9.4.3 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 first, then to submit the order go to 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.

9.5 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.

10 Admission to Professional and Graduate Studies

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

10.1 Language Requirements for Professions

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

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

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

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

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

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<tr>
<th>Professional Groups</th>
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<tr>
<td>Agrologists</td>
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<tr>
<td>Architects</td>
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<td>Chartered Accountants</td>
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<td>Chartered Appraisers</td>
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<td>Chemists</td>
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<td>Dentists</td>
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<td>Geologists</td>
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<td>Industrial Administration Accountants</td>
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<td>Industrial Relations Counsellors</td>
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<td>Lawyers</td>
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<tr>
<td>Licensed General Accountants</td>
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<td>Nurses</td>
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<td>Social Workers</td>
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<td>Speech Therapists and Audiologists</td>
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<td>Urbanists</td>
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<td>Vocational Guidance Counsellors</td>
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10.2 Graduate Programs

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

Please see mcgill.ca/gradapplicants to learn about graduate programs, research, admission requirements, and funding opportunities. You can also view the Graduate sections of a faculty or school at Faculties & Schools > Graduate.

11 Undergraduate Advising

McGill offers students access to a variety of advisers, mentors and counsellors with different skills, expertise, and levels of authority. To help determine whether you need to speak to a faculty adviser, departmental/school adviser, professor/lecturer, or peer adviser, see section 11.1.6: The Role of Student Advising and section 11.2: Types of Advising and Advisers.

11.1 Your Academic Career at McGill

11.1.1 University-Wide Regulations

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

11.1.2 Faculty-Specific Regulations

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

You should consult the appropriate faculty section in this publication for information pertinent to your degree and program, and for faculty-specific regulations.

11.1.3 Your Academic Program

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

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

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in U0 (undergraduate year 0), which is often referred to in this publication and elsewhere as your freshman.

- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in U1 (undergraduate year 1).

- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.

Note: Students given Advanced Standing who nevertheless wish to complete 120 McGill credits may be allowed to do so; for full details, see section 5.6.1: Advanced Standing Transfer Credits.

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

### 11.4 Important things to know about your academic program:

- The number of credits needed to complete your academic program or programs and, ultimately, your degree. Typically, three credits correspond to a one-term course, but there are many variations; for more information, see section 5.2: Credit System.

- For information about required, complementary, and elective courses, see section 3.2.3: Course Terminology and section 3.2.5: Courses Taken under the Satisfactory/ Unsatisfactory (S/U) Option.

- Some departments or programs may provide you with a recommended list of courses (or streams), so that you know the typical term-by-term course pattern. There may also be a program guide or handbook available; you can ask your departmental or program adviser about this.

For more assistance in understanding program requirements, and for a list of advisers on both Downtown and Macdonald campuses, see section 11: Undergraduate Advising.

### 11.5 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 section 11.2: 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 (section 11.3: Contact Information for Faculty & School Student Affairs Offices) and on the Academic Advising website.

### 11.6 The Role of Student Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various academic advisers, professors, and related administrative units 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 collaboration, your academic advisers can assist you throughout your undergraduate studies.

### 11.2 Types of Advising and Advisers

While at McGill, you have access to academic advisers who have different skills, expertise, and levels of authority. Your academic advisers can help you succeed academically by providing timely, accurate, and coherent information about University regulations and program requirements and by working, as appropriate, with other University services and resources to help support you throughout your degree. All conversations with your academic advisers are confidential. The main types of advisers are described below. You should refer to your faculty's section of this publication for additional advising information specific to your degree program and to the Advising website for more general information. Note that some academic matters require approval of more than one adviser, e.g., the faculty adviser and the department/school academic adviser.

Faculty Advisers are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year (section 11.3: Contact Information for Faculty & School Student Affairs Offices).

Faculty advisers:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;

- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;

- communicate with other advisers within the University and, with your permission, serve as a direct link to other University resources;

- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;

- are a valuable source of information about the various resources available at McGill;

- offer support, guidance, and appropriate referrals to help you manage academic situations during periods of personal, financial, or medical difficulties, and work with you to identify various possibilities and strategies for making informed decisions.
Department/School Academic Advisers are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year.

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

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

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

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

11.2.1 Related Resources
For a full list of services available to undergraduate students, please refer to section 13.3: Student Services – Downtown Campus and section 13.4: Student Services – Macdonald Campus.

Ask an Advisor (mcgill.ca/students/advising) is an advising and referral resource for undergraduate students in all faculties. If you don't know who to contact with your advising questions or what your next step should be, Ask an Advisor can help by sending you to the right person or place the first time.

Campus Life & Engagement (CL&E) (Brown Student Services Building; mcgill.ca/firstyear) can help new students navigate their way through this publication and the information provided to new students; see mcgill.ca/accepted. The CL&E staff are always available to provide advice and referrals to the many support mechanisms at McGill.

The Student Wellness Hub (Brown Student Services Building; mcgill.ca/wellness-hub) has professional counsellors, social workers, and psychologists who are available to discuss personal, academic, and career goals or problems. They provide individual counselling, therapy, psychoeducational workshops, and crisis intervention. Drop-in services are available. Additionally, Local Wellness Advisors can be accessed throughout faculties and services across campus, and they offer support, information, and resources tailored to each faculty and/or student population. Visit mcgill.ca/LWA to find the right adviser for you.

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

Service Point (3415 McTavish Street, Montreal QC H3A 0C8; 514-398-7878; mcgill.ca/servicepoint) is the student-facing customer-service arm of Enrolment Services, which provides administrative services and assistance related to official documents, student records, tuition and fees, and student exchanges.

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

Note for Medicine: The Faculty of Medicine and Health Sciences' WELL Office also provides services to M.D., C.M. students, including career planning advising offered by the Faculty's Undergraduate Career Planning Office.

11.3 Contact Information for Faculty & School Student Affairs Offices
The following contact information is for faculty-level student affairs offices. For student affairs/advising information for a specific department within a faculty, please refer to mcgill.ca/faculties.

Faculty of Agricultural and Environmental Sciences, incl. School of Human Nutrition

Telephone: 514-398-7925
### Faculty of Agricultural and Environmental Sciences, incl. School of Human Nutrition

- **Email:** studentinfo.macdonald@mcgill.ca
- **Website:** mcgill.ca/macdonald/studentinfo/advising

### Faculty of Arts, incl. Schools of Information Studies, Public Policy, Religious Studies, and Social Work

Office of Advising and Student Information Services (OASIS)
- In person: Dawson Hall, Room 110 (Monday–Friday, 10:00 a.m.–4:00 p.m.)
- Telephone: 514-398-1029 (Monday–Friday, 10:00 a.m.–4:00 p.m.)
- **Email:** adviser.arts@mcgill.ca
- **Website** and live chat: mcgill.ca/oasis

Students in U1 or above should also see the contact information for departmental academic advisers at mcgill.ca/oasis/advising/departmental-advising-information.

### Faculty of Dental Medicine and Oral Health Sciences

2001 McGill College Avenue
- **Telephone:** 514-398-7203
- **Email:** undergrad.dentistry@mcgill.ca
- **Website:** mcgill.ca/dentistry

### Faculty of Education

Internships & Student Affairs Office (ISA)
- Telephone: 514-398-7042 (for student affairs)
- Telephone: 514-398-7046 (for internships)
- **Email:** isa.education@mcgill.ca
- **Website:** mcgill.ca/isa

### Faculty of Engineering, incl. Schools of Architecture and Urban Planning

**McGill Engineering Student Centre** (Student Affairs Office, Career Centre, and Peer Tutoring Service):

- **Telephone:** 514-398-7257
- **Email:** advisor.engineering@mcgill.ca
- **Website:** mcgill.ca/engineering

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

### Bieler School of Environment

- **Telephone:** 514-398-4306
- **Email:** kathryn.roulet@mcgill.ca
- **Website:** mcgill.ca/environment/contact

### Faculty of Law

- **Telephone:** 514-398-6608
- **Email:** sao.law@mcgill.ca
- **Website:** mcgill.ca/law-studies/law-student-affairs-office
Desautels Faculty of Management

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

Faculty of Medicine and Health Sciences

For academic inquiries:  
Telephone: 514-398-5557  
Email: undergrad.med@mcgill.ca  
Website: mcgill.ca/ugme/contact-us

For personal inquiries:  
The WELL Office  
Telephone: 514-398-5836  
Email: thewelloffice@mcgill.ca  
Website: mcgill.ca/thewelloffice

Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (UG-NSAO)  
Telephone: 514-398-4159 or 514-398-3784  
Email: undergraduate.nursing@mcgill.ca or student-affairs-officer.nursing@mcgill.ca  
Website: mcgill.ca/nursing/students

School of Physical & Occupational Therapy

Telephone: 514-398-4500  
Email: undergrad.spot@mcgill.ca  
Website: mcgill.ca/spot/about/contact-us

Schulich School of Music

Telephone: 514-398-4541  
Email: studentaffairs.music@mcgill.ca  
Website: mcgill.ca/music/student-resources/undergraduates

Faculty of Science, incl. School of Computer Science

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

Students in U1 or above should also see the contact information for departmental academic advisers at mcgill.ca/science/undergraduate/advice/program-advisers.

11.4 Contact Information for Departments, Schools, and Programs

Please refer to mcgill.ca/faculties to view websites and contact information for a faculty's specific department, school, or program representatives.
11.5  Prospective Students

For information about opportunities for undergraduates at McGill, please visit the Undergraduate Admissions website.

11.5.1  Student-for-a-Day Program

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

For details and a list of available courses, please contact the Welcome Centre (514-398-6555; welcome@mcgill.ca). Tours of the downtown campus can be booked through mcgill.ca/undergraduate-admissions/visits/campus-tours.

If you visit our Macdonald campus, you can participate in Student-for-a-Day to have the Macdonald experience. For further information, please contact the Macdonald Campus Student Affairs Office (514-398-7925; studentinfo.macdonald@mcgill.ca). Tours can be booked directly at mcgillinmind.mcgill.ca/mcgill/campus tours and include campus tours, meeting academic advisors, and visiting residences.

12  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.

For more information about Service Point, see mcgill.ca/service point.
13 **Student Services**

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

13.1 **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/studentservices

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

13.2 **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  
Website: mcgill.ca/deanofstudents

13.3 **Student Services – Downtown Campus**

Unless otherwise indicated, all Student Services on the Downtown campus are located in the William and Mary Brown Student Services Building:

Brown Student Services Building, Suite 4100  
3600 McTavish Street  
Montreal QC H3A 0G3  
Email: student.services@mcgill.ca  
General Information: 514-398-8238  
Website: mcgill.ca/studentservices

A list of services available is given below. For further information, see the Student Services website. This list also includes services offered by McGill offices external to the Student Services office.

- section 13.3.1: Campus Life & Engagement (CL&E)
- section 13.3.2: Career Planning Service (CaPS)
- section 13.3.3: First Peoples’ House
- section 13.3.4: International Student Services (ISS)
- section 13.3.5: Office of Religious and Spiritual Life (MORSL)
- section 13.3.6: Office for Sexual Violence Response, Support, and Education
• section 13.3.7: Office for Student Accessibility & Achievement
• section 13.3.8: Office of Sustainability
• section 13.3.9: Scholarships and Student Aid Office
• section 13.3.10: Student Wellness Hub
• section 13.3.11: Tutorial Services

13.3.1 Campus Life & Engagement (CL&E)

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.

Brown Student Services Building
3600 McTavish Street, Suite 4100
Telephone: 514-398-6913
Email: cle@mcgill.ca
Website: mcgill.ca/cle

First-year students:
Email: firstyear@mcgill.ca
Website: mcgill.ca/firstyear

13.3.2 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, East Wing, Suite 2200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: mcgill.ca/caps
myFuture: caps.myfuture.mcgill.ca

13.3.3 First Peoples’ House

Promotes and supports Indigenous student success and well-being in a culturally welcoming environment.

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

13.3.4 International Student Services (ISS)

Offers support to international students; orientation and transition programs; and immigration and health insurance information.

Brown Student Services Building, East Wing, Suite 5100
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-4349
Email: international.students@mcgill.ca
International Health Insurance Email: international.health@mcgill.ca
Website: mcgill.ca/internationalstudents

13.3.5 Office of Religious and Spiritual Life (MORSL)

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

3610 McTavish Street, 3rd floor, Room 36-2
Telephone: 514-398-4104
13.3.6 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)
Telephone: 514-398-3786; 514-398-4486
Email: svoffice@mcgill.ca
Website: mcgill.ca/osvrse

13.3.7 Office for Student Accessibility & Achievement

The Office for Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown
1010 Sherbrooke St. W., Suite 410
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6009
Email: disabilities.students@mcgill.ca

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

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/osd

13.3.8 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Sherbrooke 1010 Building, Suite 1200
Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: mcgill.ca/sustainability

13.3.9 Scholarships and Student Aid Office

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Brown Student Services Building, East Wing, Suite 3200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6013
Student Aid email: student.aid@mcgill.ca
Scholarships email: scholarships@mcgill.ca
Website: mcgill.ca/studentaid
13.3.10 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians, as well as information, support, and programming through the Healthy Living Annex.

Downtown Campus
Brown Student Services Building, 3rd floor
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6017
Email: hub.clinic@mcgill.ca
Website: mcgill.ca/wellness-hub

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/macdonald-studentservices/health-wellness

13.3.11 Tutorial Services

Sponsors an extensive peer matching tutoring program for students.

1010 Sherbrooke Street W., Suite 410
Telephone: 514-398-2505
Email: tutoring.service@mcgill.ca
Website: mcgill.ca/tutoring

13.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at mcgill.ca/studentservices/services. All Student Services at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124
21,111 Lakeshore Road
Sainte-Anne-de-Bellevue QC H9X 3V9
Telephone: 514-398-7992
Email: stuserv.macdonald@mcgill.ca
Website: mcgill.ca/macdonald-studentservices

A list of services available is given below. For detailed information, please visit our website and the main Student Services website.

- section 13.4.1: Career Planning Service (CaPS)
- section 13.4.2: International Student Services (ISS)
- section 13.4.3: Office for Student Accessibility & Achievement
- section 13.4.4: Student Wellness Hub
- section 13.4.5: Scholarships and Student Aid
- section 13.4.6: Other Services

13.4.1 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops, and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: mcgill.ca/caps
myFuture: caps.myfuture.mcgill.ca
13.4.2  **International Student Services (ISS)**

Offers support to international students; orientation and transition programs, and immigration and health insurance information. Appointments can be arranged with an Immigration Advisor at Macdonald Campus.

Telephone: 514-398-4349  
Website: mcgill.ca/internationalstudents

13.4.3  **Office for Student Accessibility & Achievement**

The Office for Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Appointments can be arranged with an Access Services Advisor at Macdonald Campus.

- Macdonald Campus  
  Telephone: 514-398-7992 (Mac)  
  Website: mcgill.ca/osd

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

13.4.4  **Student Wellness Hub**

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, local wellness advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians, as well as information, support, and programming through the Healthy Living Annex.

- Macdonald Campus Clinic  
  Centennial Centre, room 124  
  Telephone: 514-398-6017  
  Website: mcgill.ca/wellness-hub

- Downtown Campus  
  Brown Student Services Building, 3rd floor  
  Telephone: 514-398-6017  
  Email: hub.clinic@mcgill.ca  
  Website: mcgill.ca/wellness-hub/

13.4.5  **Scholarships and Student Aid**

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Telephone: 514-398-6013  
Website: mcgill.ca/studentaid

13.4.6  **Other Services**

The following resources available to students are external to the Student Services office.

**Office of Sustainability**

McGill's Office of Sustainability, located in the Downtown campus, sends representatives to Macdonald campus every month to support McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Telephone: 514-398-2268  
Email: sustainability@mcgill.ca
13.5 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
Website: mcgill.ca/ombudsperson

13.6 Extra-Curricular and Co-Curricular Activities

Student associations and University units at McGill host over 300 activities, clubs, and services that students may join. These include:

- Athletics and recreation sports clubs
- Charity and Environmental clubs
- Community Outreach and Volunteering clubs
- Fine Art, Dance, and Performance clubs
- Health and Wellness clubs
- Languages and Publications clubs
- Leisure Activity and Hobby clubs
- Networking and Leadership Development clubs
- Political and Social Activism clubs
- Religion and Cultural clubs

An overview of extra-curricular activities at McGill is available on Campus Life & Engagement’s Engage McGill site. myInvolvement is an online tool managed by Career Planning Services for McGill students to find current involvement opportunities on campus. Students can then record their involvement in eligible activities, workshops, volunteer opportunities, and leadership positions on their Co-Curricular Record (CCR).

13.6.1 University Centre, Thomson House, and Centennial Centre

The University Centre, 3480 McTavish Street, provides clubrooms for many extra-curricular activities in a four-storey building with dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in Thomson House at 3650 McTavish Street.

On the Macdonald campus, facilities are located in the Centennial Centre; a list of student services and activities on the Macdonald campus is available at Agricultural & Environmental Sciences > Undergraduate > About Agricultural and Environmental Sciences (Undergraduate) > : Student Information.

Note: Space and room availability on campus varies seasonally and depending on university and public health guidelines; please refer to each building’s website for more information.

13.7 Bookstore

13.7.1 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
13.7.2 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.

Mac Campus Bookstore
Macdonald Campus Centennial Centre
21111 Lakeshore Road, Sainte-Anne-de-Bellevue
Website: lejames.ca

13.7.3 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 with your enquiry or list of products.

Institutional Sales
Website: lejames.ca/institutional

13.8 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Applications are to be submitted at www.laplace0-5.com; early application is required as placement is limited.

The Centre is located at:

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

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

The Centre is located at:

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

14 Residential Facilities

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

Mission statement

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

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

McGill Residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill’s dormitories are primarily for first-year students and feature full meal service. McGill’s apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience.

Trained upper-year student leaders (Floor Fellows) live in the McGill Residences, providing support, and trained professional, including some live-in staff (Residence Life Managers) provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students.

All McGill Residences are connected to the McGill Wireless Network.

McGill Student Housing and Dining Service Centre
3473 University Street
Montreal QC H3A 2A8
Phone: 514-398-6368
Email: housing.residences@mcgill.ca or Talk2Us
Website: mcgill.ca/shhs

14.1.1 Traditional and Hotel-style Residences

McGill has nine dormitory residences:

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

Residents of traditional or hotel-style residences have compulsory meal plans and access to multiple cafeterias.

Rooms in traditional-style residences—the Bishop Mountain Residences, University Hall, and RVC—are mostly single occupancy. The hotel-style residences—La Citadelle, Carrefour Sherbrooke and the New Residence Hall—have mostly double rooms. Regardless of the residence style, each student gets a bed, desk, desk lamp, chair, dresser, closet, and small fridge (one fridge per double room).

No matter the hall, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor of the traditional-style residences. Hotel-style residences feature a private en suite bathroom in each room. Each hall has laundry rooms, including card-operated washers and dryers, and ironing facilities. All halls have a TV and recreation room. Storage for items such as suitcases, ski equipment, etc. are present in each building.

14.1.2 Apartment-style Residences

- Solin Hall is a modern, award-winning apartment-style residence that has two-, three-, and four-bedroom apartments. Located four Metro stops west of the main campus, Solin features large common areas (TV and game rooms) as well as a computer lab, and houses mostly first-year students. Each apartment has a living room, dining room, kitchen, and bathroom(s), with appliances and basic furniture such as tables, chairs, sofas, lamps, and drapes. Bedrooms have a bed, desk, chair, and dresser. All apartments and public-area floors are carpeted. Shopping areas are within short walking distance. Limited indoor parking is available.
- The Greenbriar Apartments residence is located one block from the campus. It houses both upper-year undergraduate and graduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartment kitchens have a stove, fridge, and sink, and bedrooms have a bed, desk, table, chairs, dresser, and blinds.
- Similar to Greenbriar, Hutchison Apartments are also available for upper-year undergraduate and graduate students. Located on Hutchison Street, the building is a short walk from campus and offers studios and one-bedroom single occupancy units.

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

14.1.3 Shared-facilities Houses

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

Although these residences do not require meal plans, residents are free to purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see mcgill.ca/foodservices/mealplans.
14.1.4 Residence Fees

The full list of housing options and prices is available on the Student Housing website at mcgill.ca/students/housing/fees-applying.

14.1.5 Meal Plans

Residents assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, Royal Victoria College, and University Hall have compulsory meal plans that can be used seven days a week. All residents on the Mandatory Meal Plan are welcome to dine in any of the four dining halls as well as 20+ on-campus dining locations.

While all of the hotel- or traditional-style residences offer small kitchens or kitchenettes for the convenience of students, La Citadelle has a fully-equipped communal kitchen, where residents can prepare snacks or meals at any time.

The apartments and houses have fully-equipped kitchens where students can prepare their own meals.

For more information, see mcgill.ca/foodservices/mealplans.

14.1.6 oneCard

oneCard is a taxable account that is already added to all undergraduate resident students' McGill ID cards, allowing them to make purchases and easily access multiple services on campus without the hassle of carrying cash and debit cards. Downtown residence students will have $500 on their oneCard account and MAC residence students will have $150, due at the end of September.

14.1.7 Student Government

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

Note: Residence fees include an activity fee of $25 collected by the University on behalf of the Residence Council of each hall and the Inter-Residence Council. These funds comprise each Council's budget with which to plan activities for the hall and across residences.

14.2 University Residences – Macdonald Campus

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

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.

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

14.2.1 Residence Fees – Macdonald Campus

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

At time of publishing, all fees for the new academic year were not available. Prices for the previous year are displayed below for your guidance, however, we recommend consulting the fee sheet will be available on the Macdonald residence website at http://www.mcgill.ca/students/housing/fees-paying/mac-fees/

There is no meal plan offered on the Macdonald Campus. Students may, however, load their One Card to purchase meals; refer to mcgill.ca/onecard for more information. Meals are also available on a cash basis from the Café Twigs, located on the ground floor between the Macdonald-Stewart Building and Barton Library. For budgeting purposes, the cost of meals for the academic year is approximately $3,500.
**14.2.1 Laird Hall**

A co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students.

<table>
<thead>
<tr>
<th>Laird Hall</th>
<th>Rent will be charged in 8 equal monthly installments of:</th>
<th>oneCard Fees</th>
<th>Activity Fees</th>
<th>Annual Fees (2021-2022 amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>$557</td>
<td>$150</td>
<td>$30</td>
<td>$4,636</td>
</tr>
<tr>
<td>Double Room</td>
<td>$507</td>
<td>$150</td>
<td>$30</td>
<td>$4,236</td>
</tr>
<tr>
<td>Renovated Single Room</td>
<td>$580</td>
<td>$150</td>
<td>$30</td>
<td>$4,820</td>
</tr>
<tr>
<td>Renovated Double Room</td>
<td>$528</td>
<td>$150</td>
<td>$30</td>
<td>$4,332</td>
</tr>
<tr>
<td>Single with Bathroom</td>
<td>$590</td>
<td>$150</td>
<td>$30</td>
<td>$4,900</td>
</tr>
<tr>
<td>Double with Bathroom</td>
<td>$539</td>
<td>$150</td>
<td>$30</td>
<td>$4,492</td>
</tr>
<tr>
<td>Graduate Room</td>
<td>$590</td>
<td>$150</td>
<td>$30</td>
<td>$4,900</td>
</tr>
</tbody>
</table>

**14.2.1.2 EcoResidence**

Each EcoResidence unit is a self-contained, fully furnished apartment with two or six single-bedrooms, and large, open common living areas.

<table>
<thead>
<tr>
<th>EcoResidence</th>
<th>Rent will be charged in 8 equal monthly installments of:</th>
<th>oneCard Fees</th>
<th>Activity Fees</th>
<th>Annual Fees (2021-2022 amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplex 20 units (40 beds) Single Room - 12 month</td>
<td>$591</td>
<td>$150</td>
<td>$30</td>
<td>$7,272</td>
</tr>
<tr>
<td>Duplex 20 units (40 beds) Single Room - 8 month</td>
<td>$625</td>
<td>$150</td>
<td>$30</td>
<td>$5,180</td>
</tr>
<tr>
<td>Sixplex 10 units (60 beds) Single Room - 8 month</td>
<td>$608</td>
<td>$150</td>
<td>$30</td>
<td>$5,044</td>
</tr>
</tbody>
</table>

**14.2.2 Residence Occupancy – Macdonald Campus**

The residence fees cover the period from **August 22, 2022 to April 30, 2023**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the **Campus Housing Office**; an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

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

**14.2.3 Facilities for Non-Resident Students – Macdonald Campus**

The Centennial Centre features common lounging areas such as the **Eco-Niche** CC Lobby, and when available, the **Ceilidh**. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. **Twigs Café** is located on the ground floor between the Macdonald-Stewart Building and Barton Library.

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

**14.2.4 Student Parking – Macdonald Campus**

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is $200 for one year and $120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:45 p.m.

Daily passes for students are $8 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are $4 and can only be purchased at the meter (exact change is required). All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If
you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see mcgill.ca/transport/parking/mac.

15 Athletics & Recreation

15.1 Downtown Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include:

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

McGill Sports Complex
475 Pine Avenue West
Telephone: 514-398-7000
Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (varsity sports)
Website: mcgillathletics.ca
Facebook: www.facebook.com/mcgillathleticsandrecreation
Twitter: www.twitter.com/McGillAthletics

15.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- gym
- fitness centre
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space
- Mac Paddle Shack

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Sporting equipment (x-country skis, snowshoes, stand up paddle boards, kayaks, canoes, Frisbees, balls, etc.) is available for loan or rent.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.
1. Information Technology (IT) Services

- section 16.1: IT Support
- section 16.2: Communication and Collaboration
- section 16.3: Online Course Materials and Lecture Recordings
- section 16.4: Minerva
- section 16.5: 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.

1.1 IT Support

McGill's IT Support site at mcgill.ca/it/support 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.

1.2 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.

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

1.3 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.
16.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to 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.

16.5 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 for tools and resources to secure your student journey at McGill.

17 Resources for Study and Research

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

17.1 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 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) 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.

### 17.2 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.

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.

#### Undergraduate Courses:

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

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

#### Graduate Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEAP 642</td>
<td>Cornerstones of Academic Writing</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 652</td>
<td>Fundamentals of Academic Presentations</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 661</td>
<td>Literature Review 1: Summary and Critique</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 665</td>
<td>Literature Review 2: Establishing Scholarly Niches</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 671</td>
<td>Selected Topics in Communication 1</td>
<td>1</td>
</tr>
<tr>
<td>CEAP 672</td>
<td>Selected Topics in Communication 2</td>
<td>1</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CEAP 676</td>
<td>Thesis Writing Lab</td>
<td>1</td>
</tr>
<tr>
<td>CESL 631</td>
<td>Strategies for Academic Communication in English</td>
<td>1</td>
</tr>
<tr>
<td>CESL 641</td>
<td>Fundamentals of Academic Writing in English</td>
<td>1</td>
</tr>
<tr>
<td>CESL 651</td>
<td>Pronunciation for Effective Communication</td>
<td>1</td>
</tr>
<tr>
<td>CCOM 614</td>
<td>Communicating Science to the Public</td>
<td>1</td>
</tr>
<tr>
<td>CCOM 615</td>
<td>Communicating Science to the Digital Public</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>YCCM 208</td>
<td>Professional Writing in Business</td>
<td></td>
</tr>
<tr>
<td>YCCM 600</td>
<td>Scientific Writing and Publishing: Graduate ESL</td>
<td>Online</td>
</tr>
</tbody>
</table>

### 17.2.1 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  
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  
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  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-3320

Inquiries concerning CCOM 200 should be directed to:
17.3 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
Website: mcgill.ca/library/branches/mua
17.4 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
Website: mcgill.ca/redpath

17.5 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 18,845 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum’s Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's website features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

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

Researchers are welcome by appointment.

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

17.6 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

17.7 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.
18 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.

18.1 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 Macdonald Hall (at the west end of the Art 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.

18.2 Incorporated and Affiliated Colleges

18.2.1 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.

18.2.2 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

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.

18.3 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.

18.4 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.

18.5 Governance: Board of Governors

18.5.1 The Visitor

The Visitor

Her Excellency the Right Honourable Mary Simon; C.C., C.M.M., C.O.M., O.Q., C.D., Governor General and Commander-in-Chief of Canada

Administrator of the Government of Canada
18.5.2 Board of Governors

**Board of Governors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ram Panda; M.Eng., M.B.A. (McG.)</td>
<td>Chair</td>
</tr>
<tr>
<td>Suzanne Fortier; B.Sc., Ph.D. (McG.)</td>
<td>Principal and Vice-Chancellor</td>
</tr>
<tr>
<td>John McCall MacBain; OC, McGill University (BA), Wadham College, Oxford (MA), Harvard University (MBA)</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>

18.5.2.1 Members

**Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Babinski; B.A. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Maryse Bertrand; B.C.L. (McG.); M.Sc. (NYU), Ad. E.</td>
<td></td>
</tr>
<tr>
<td>Michael T. Boychuk; B.Com. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Peter Coughlin; B.Com. (Car.); M.B.A. (W. Ont.)</td>
<td></td>
</tr>
<tr>
<td>Alan Desnoyers; B.Com. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Claude Généreux; B.Eng. (McG.); M.A. (Oxf.)</td>
<td></td>
</tr>
<tr>
<td>Lucy Gilbert; M.D., M.Sc., F.R.C.O.G.</td>
<td></td>
</tr>
<tr>
<td>Stephen Halperin; B.C.L./LL.B. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Fred Headon; B.A. (Winn.); B.C.L./LL.B. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Inez Jabalpurwala; B.A.; M.A.; M.B.A.; M.M. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Pierre Matuszewski; B.A. (Laval); M.B.A. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Samuel Minzberg; LL.B. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Maarika Paul; B.Com., Gr. Dip. (McG.); F.C.P.A., F.C.A., C.B.V.</td>
<td></td>
</tr>
<tr>
<td>Adrienne Piggott</td>
<td></td>
</tr>
<tr>
<td>Louise Pilote; M.P.H. (Harv.); Ph.D. (Calif., Berk.)</td>
<td></td>
</tr>
<tr>
<td>Samira Sakhia; B.Com., M.B.A. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Karen Sciortino; B.A., B.F.A. (C’dia)</td>
<td></td>
</tr>
<tr>
<td>Cynthia Price Verreault; B.Com. (McG.)</td>
<td></td>
</tr>
<tr>
<td>Petra Rohrbach; B.Sc. (McG.); M.Sc., Ph.D. (Heidel.)</td>
<td></td>
</tr>
<tr>
<td>Edith A. Zorychta; B.Sc. (St. FX); M.Sc., Ph.D. (McG.)</td>
<td></td>
</tr>
</tbody>
</table>

18.5.2.2 Student Representatives

**Student Representatives**

<table>
<thead>
<tr>
<th>Representation</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ Society of McGill</td>
<td>1</td>
</tr>
<tr>
<td>Post-Graduate Students’ Society of McGill</td>
<td>1</td>
</tr>
</tbody>
</table>

**Observers**

<table>
<thead>
<tr>
<th>Representation</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>McGill Association of Continuing Education Students</td>
<td>1</td>
</tr>
<tr>
<td>Macdonald Campus Students’ Society</td>
<td>1</td>
</tr>
</tbody>
</table>
18.6 Governance: Members of Senate

18.6.1 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

18.6.2 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

18.7 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 to meet McGill's senior staff and learn about the University's administration and governance structure.

Administration

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

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

## 18.7.1 Deans, Directors of Schools and Libraries

### 18.7.1.1 Deans

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

### 18.7.1.2 Directors of Schools

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Bressani</td>
<td>Architecture</td>
</tr>
<tr>
<td>Alba Guarné</td>
<td>Biomedical Sciences, School of</td>
</tr>
<tr>
<td>Susan Rvachew</td>
<td>Communication Sciences &amp; Disorders</td>
</tr>
<tr>
<td>Bettina Kemme</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Linda Wykes</td>
<td>Human Nutrition</td>
</tr>
</tbody>
</table>
18.8 Student Governance

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-plus undergrads on the Downtown campus. There is a Legislative Council that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-seven members meets to discuss student issues and how services are being provided to students.

SSMU operates over 250 clubs and runs 19 student services; for more information, see ssmu.ca/student-life/clubs-services-isg. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, Faculty Olympics, community engagement opportunities, workshops, and concerts. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, SSMU operates a five-floor building including a student lounge, cafeteria, campus bar, and many multipurpose spaces namely for use by student groups, but also for McGill community members.

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

For more information regarding student government at McGill you can contact the SSMU or visit their website at ssmu.ca.

Email: frontctr@ssmu.ca
President: president@ssmu.ca

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