



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

Programs, Courses and University Regulations

2024-2025

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

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

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1 Regulations

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Regulations* section of this publication contains important details required by 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 Categories of Students

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

1.2.1 Full-Time Students

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

1.2.2 Half-Time Students (Thesis Programs)

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

It is expected that half-time students will spend 50% of their time in the department participating in coursework, seminars, discussions, etc., with staff and full-time students. Half-time students are reminded that they must complete the degree within the time limitation imposed by Graduate and Postdoctoral Studies, and that if they choose to be half-time they must:

- be so for an even number of half-time terms (i.e., two half-time terms equal one full-time term); and
- fulfil the minimum residence requirement in their program.

1.2.3 Part-Time Students

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

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

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

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

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

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

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

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

1.2.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial thesis submission deadlines must register on *Minerva* in order for their registration status to be updated to "Thesis Evaluation". All students are required to stay registered and pay the associated fees up until the term of graduation. The registration status will be updated to "Thesis Evaluation" for all subsequent terms until the term of the final thesis submission. Students in thesis programs whose initial thesis and final thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered to be:

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

Students in "Thesis Evaluation" status are not permitted to register for courses. Students who still need to take courses to fulfill the program requirements after submitting their initial thesis will remain registered in additional session status and pay associated fees.

1.2.6 Qualifying Students

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

1.2.7 Special Students

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

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

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

1.2.8 Visiting Students

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

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

1.2.9 Graduate Research Trainee

Eligibility

If you are enrolled in a graduate program at another university and would like to attend McGill for a period of up to 12 months, to conduct research only, you must apply as a Graduate Research Trainee. Research trainees are not permitted to register for courses. This category of registration is for students registered in graduate programs in other universities to conduct **part** of their thesis research at McGill under the supervision of a McGill professor. The purpose of the training period at McGill must be described.

Acceptable reasons include:

- the student is engaged in collaborative projects between professor(s) at McGill and the student's sponsoring institution;
- the student wishes to take advantage of specific expertise, academic resources, or technical capabilities at McGill to enhance the thesis research being conducted at the sponsoring institution;
- the student is spending a stage at McGill under a specific Memorandum of Understanding between McGill and the sponsoring institution;
- the student's thesis supervisor has relocated to McGill, but the student remains registered at the former institution to complete their graduate degree.

The category of Graduate Research Trainee cannot be used to conduct the majority of thesis research at McGill under the supervision of a McGill professor.

Conditions

Students applying to be a Graduate Research Trainee:

- must be registered in a graduate degree program at another university;
- must have permission from the sponsoring institution and include a letter of permission with their application;
- must have the approval of a McGill professor and graduate program to supervise their research;
- may apply for a start date throughout the academic year, but for administrative reasons, must reapply at the beginning of the formal academic year (for Fall term admission) if remaining at McGill; for example, if you begin a 12-month visit in January, you must reapply for the Fall term (September). A trainee may spend up to a maximum of 12 months at McGill, but the time does not have to be consecutive. The trainee can apply for multiple stages over a period of time that does not exceed 12 months;
- must include copies of transcripts as part of the application package;
- must demonstrate adequate proficiency in English to function in the University environment, including any required safety training and understanding of policies and procedures. Assessment of written and verbal language skills is the responsibility of the supervising professor;
- are not charged fees for any term of registration including Summer;
- are not charged any Student Services or Ancillary fees and thus do not have access to these services (including health insurance). Membership to athletics services may be purchased. Graduate Research Trainees do have access to McGill libraries, email, and required training in research ethics and safety;
- must arrange for basic health insurance coverage prior to arrival at McGill and may be required to provide proof of coverage.

To submit an application refer to: mcgill.ca/gps/students/graduate-research-trainee.

1.2.10 Non-Resident Exchange Status

The status of "non-resident" is only applicable to students participating in a formal exchange program, in which McGill has signed an exchange agreement with a partner institution. The student must register and will be charged full-time tuition including other student-related fees at McGill.

1.2.11 Medical Residents

Residents and fellows on staff of teaching hospitals associated with the University are included in Graduate and Postdoctoral Studies statistics. In the event that residents and fellows wish to take courses at the graduate level, they must apply for admission as Special Students, or apply to a degree program, graduate diploma, or certificate.

1.2.12 McGill Staff as Graduate Students

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

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

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

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

1.2.13 Quebec Inter-University Transfer Agreement

1.2.13.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill to qualify for a McGill degree (please 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) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all of 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: The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.



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

1.2.14 Quebec Inter-University Transfer Agreement: Visiting IUT Students



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

If you are a student at another Quebec university and wish 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's 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 must register on Minerva (mcgill.ca/minerva). Once your application has been approved, you will be informed via email of the necessary registration steps. **You must allow sufficient time to complete and submit your electronic application, as you are responsible for adhering to all of McGill's registration deadlines.** If you later decide 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: Summer courses administered by the Faculty of Engineering 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.

1.3 Registration

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

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

All returning and new graduate students must register online at mcgill.ca/minerva. It is your responsibility to obtain departmental approval before registering on Minerva.

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

Returning Students:

Returning students register via Minerva between May 29, 2024 and August 14, 2024.

Newly-Admitted Students:

New students entering in **September 2024** register via Minerva between July 2, 2024 and August 14, 2024.

New students entering in **January 2025** register via Minerva between December 3, 2024 and January 6, 2025.



Note: If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will, however, be charged a late registration fee. **To avoid the late registration fee, students must access Minerva and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 155) and Winter (CRN 176) terms.** New and readmitted students entering in January 2024 only need to register for REGN RCGR in the Winter (CRN 176) term.

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

You must register (and pay fees) annually up to and including the term of graduation. Outstanding tuition fees must be paid **before** graduation. A graduate student registered in the Winter term with outstanding fees who graduates in February will have their Winter registration and fees cancelled at the end of February.

1.3.2 Fee Policies Related to Registration

Refer to [University Regulations & Resources](#) > *Graduate* > [section 8: Fees](#); particular attention should be paid to [section 8.8: Fees and Withdrawal from the University](#).

1.3.3 Summer Registration

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

Course Registration

Students taking summer courses register on Minerva respecting Graduate and Postdoctoral Studies deadlines.

Summer Term of Residency

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

1.3.4 Courses Taken as an Admission Requirement

Courses taken as an admission requirement are undergraduate-level course(s) (400-level or lower) which are named as a prerequisite or admission requirement in the Offer of Admission letter and/or indicated in the "additional admission remark" section of the letter from the accepting department. Admission requirement courses must be successfully completed within the first year of graduate study as per conditions outlined in the Offer of Admission.

The course will be designated an "admission requirement" at the time of registration and on your transcript. The grade earned will **not** be included in your grade point average (GPA) calculations, and credits earned will **not** count towards the credits necessary for your graduate degree. You must pass this course according to the grade scale used at the undergraduate level in the Faculty offering the course, unless the Offer of Admission specifies an alternate required grade. A failure will **not** fall under the Graduate Failure Policy.

1.3.5 Courses Taken in the School of Continuing Studies

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

Non-credit general interest or language courses cannot be added directly by you. You may register for these courses in person at the SCS [Client Services Desk](#), where the course(s) will be added to their record as “Extra” to their program and course fees will be charged.

1.3.6 Courses Taken as Extra to a Program

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 cannot be added to your record after the course change add/drop deadline. With the exception of those who are eligible for a Graphos tuition sponsorship (see below), you will be responsible for any tuition fees associated with an "extra" course.

1.3.6.1 Graphos Scholarly Communication Courses

The McGill Writing Centre (mcgill.ca/mwc) offers several credit courses in scholarly communication. Most of these courses form part of the Graphos program (mcgill.ca/graphos) for graduate students and postdoctoral fellows. Graphos courses are not counted toward the requirements of a graduate program (the sole exception being the non-thesis Master's program in Second Language Education).



Notes:

- All Graphos courses are **pass/fail**.
- Thanks to a sponsorship program, nearly all doctoral students and master's thesis students are eligible to take Graphos courses **at no extra cost, provided that they remain in the course (i.e., do not withdraw) and submit all required assignments**. If you are in "Thesis Evaluation" status (i.e., [section 1.2.5: Thesis Evaluation Students](#)), you are not eligible for sponsorship; you can register as a "Special Student" but would be responsible for the course fees. If you are otherwise eligible but your tuition is already externally sponsored by another entity, please contact graphos@mcgill.ca to see if any extra steps are necessary for course sponsorship.
- Since these courses follow a particular schedule with different start and end dates, **the Graphos add/drop and withdrawal (with and without refund) dates are often earlier than the standard University dates for full term courses** and vary based on the start date of the course.
- Graphos courses are exempt from the "J" grade assignment percentage policy set out in the [University Student Assessment Policy](#) (see 3.1.7).
- Before registering, please consult the [Graphos website](#) for further details.

1.3.7 Registration for Two Degree Programs Concurrently

No student may register in two degree programs or in two departments or faculties or two institutions concurrently without special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services, you are advised that permission is never granted to attempt two **full-time** programs concurrently. Letters of recommendation, including details of the proportions of time that the student intends to allot to each program, must be received from the Chair of each department concerned. Each year, a progress report must be submitted from the two departments concerned to the Graduate Admissions Committee c/o the Graduate Admissions Unit of Enrolment Services before a student in this category will be permitted to register.

1.3.8 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 10, 2024.

New and Readmitted Students (Fall): You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Winter): You may register late via Minerva from January 7 until and including January 14, 2025.

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

1.3.9 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 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 exceptionally only with written permission of the instructor and your department, and the approval of Enrolment Services. A fee will be charged for each course you add.

1.3.10 Course Withdrawal

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

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

1.3.10.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, September 17, 2024

Deadlines for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, October 29, 2024
- Multi-term courses that begin in Fall term (**refund for the Winter portion of the course only**): Tuesday, January 14, 2025

1.3.10.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, January 23, 2024

Deadline for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, February 27, 2024
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2024*

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

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



Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your advisor, 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 on the [Schulich School of Music](#) page.
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 8.8: 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 through [Service Point](#). However, it is important that you also consult a Faculty advisor 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 advisor 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 Student 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 1.5: 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 Student 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 advisor 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 advisor, 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 8.8: 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.

1.3.11 Withdrawal from a Degree Program

You are withdrawn from the program if you have failed two courses for your program, or you failed the comprehensive examination. You may be withdrawn from the program if your progress is not satisfactory. Please see [section 2.2: Failure Policy](#).

Any student who withdraws from the University **must complete a Request for a University Withdrawal form** available at mcgill.ca/student-records/forms. Fees will then be refunded according to the conditions outlined in [section 1.3.9: Course Change Period](#) and in [section 1.3.10: Course Withdrawal](#).

1.4 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 [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 [Student Records](#).

1.4.1 Class Schedule

The [class schedule](#) for the upcoming Fall and Winter terms normally becomes available in April prior to the opening of advising. The Summer term schedule is normally published in early February. The 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 the 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 the 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/ugme.

1.4.2 Course Numbering

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

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

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at 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 identify multi-term courses.

1.4.3 Multi-Term Courses

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

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or 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.

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 in *consecutive* terms.



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.

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 number 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.

1.4.4 Course Terminology

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

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

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to the [Credit System](#) page from the Undergraduate Regulations and Resources.

1.4.4.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate 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.

1.4.5 Auditing of Courses

McGill does not permit auditing of courses.



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

1.5 University Withdrawal

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

1.5.1 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 through [Service Point](#). However, it is important that you also consult a Faculty advisor 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.

1.5.2 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 the [Readmission](#) page of the Undergraduate Regulations and Resources.

1.5.2.1 Fall Term

From September 1 to September 10, 2024 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 10 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 17, 2024**
- Deadline for university withdrawal without refund: **Tuesday, October 29, 2024**

1.5.2.2 Winter Term

From January 1 to January 14, 2025, 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 14 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 21, 2025**
- Deadline for university withdrawal without refund: **Tuesday, February 25, 2025**



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 Advisor 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 through [Service Point](#). However, it is important that you also consult a Faculty advisor 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.

1.5.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 8.8: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 1.11.1: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are 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 the [Readmission](#) page.



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.

1.6 Summer Studies

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

The Class Schedule, available at mcgill.ca/students/courses, should be consulted for a complete listing of undergraduate and graduate-level courses.

Students doing graduate work in Education are strongly advised to enrol in summer studies.

Course registration for graduate students takes place via [Minerva](#) for the Summer term. It is the responsibility of the student to register for courses within deadlines, after obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for “summer studies” should not be confused with summer term of residency in a graduate program. For more information, see [section 1.3.3: Summer Registration](#).**

Many summer courses have limited enrolment and students are advised to register early. Graduate students intending to register for restricted undergraduate courses must complete a *Request for Registration/Course Changes* web form available at mcgill.ca/student-records/forms, and the course will be added by Enrolment Services if there is space available.

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

1.7 Program Requirements

1.7.1 Master's Degrees

Residency Requirements – Master's Degrees

Refers to the period of time, measured in terms or years, necessary for the completion of the program. You are **not** permitted to graduate until you have fulfilled the residency requirement (and paid the corresponding fees) in your program.

- The following master's programs have a **minimum** residency requirement of **three full-time terms**: M.Arch., M.A., M.Eng., LL.M., M.Mus. (**except** M.Mus. in Sound Recording), M.Sc., M.S.W., M.Sc.A. (**except** M.Sc.A. in Communication Sciences and Disorders).
- The following master's programs have a **minimum** residency requirement of **four full-time terms**: M.I.St.; M.Mus. in Sound Recording; M.U.P.; M.A. (60 credits – Counselling Psychology – thesis; 78 credits – Educational Psychology); M.A. Teaching and Learning – Non-Thesis; M.Sc.A. in Communication Sciences and Disorders; S.T.M., Religious Studies.
- The residency requirement for the master's program in Education (M.Ed.); Information Studies (M.I.St.); Management (M.B.A.); Religious Studies (S.T.M.); M.A. Counselling Psychology – Non-Thesis; M.A. Teaching and Learning – Non-Thesis; M.Sc. in Public Health – Non-Thesis; M.Sc.A. Nursing; M.Sc.A. Occupational Therapy; M.Sc.A. Physical Therapy; and students in part-time programs, is determined on a per course basis. Residency requirements are fulfilled when students complete all course requirements in their respective programs.
- For master's programs structured as Course, Project, or Non-Thesis options where the program is pursued on a part-time basis, residency requirements are normally fulfilled when students complete all course requirements in their respective programs (minimum 45 credits or a minimum of three full-time terms) and pay the fees accordingly.

These designated periods of residency represent minimum time requirements. There is no guarantee that the work for the degree can be completed in this time. You must register for additional terms as needed to complete the program.

Coursework – Master's Degrees

Program requirements are outlined in the relevant departmental sections of the Graduate and Postdoctoral Studies *eCalendar*.

The credit requirement for any research master's (thesis) degree at McGill is 45 credits, whereas non-thesis master's degree may exceed 45 credits.

Non-thesis degrees normally specify the course program which the candidate must follow.

The department concerned will examine the student's previous training and then decide which of the available courses in the area of specialization or related fields are required to bring the candidate to the proper level for the master's degree. Due account will be taken of relevant graduate level courses passed at any recognized university or at McGill.

The candidate is required to pass, with a grade of B- or better, all those courses that have been designated by the department as forming a part of the program, including additional requirements.

Students taking courses at another university must obtain a minimum grade of B- (65%) if the course is to be credited toward their McGill degree. In the cases where only a letter grade is used, a B- is the minimum passing grade and no equivalent percentage will be considered. In the cases where only a percentage grade is used, 65% is the minimum passing grade.

As a rule, no more than one-third of the formal coursework (excluding thesis, project, stage, or internship) of a McGill master's degree can be credited with courses from another university or degree (for example, courses taken before admission to the McGill degree, or courses taken through the IUT agreement during the McGill degree, if permitted).

Normally, if courses completed elsewhere or at McGill prior to admission to the McGill master's degree were not used to complete a degree, they could be credited toward the McGill degree, keeping in mind the one-third rule as described above. These would be entered as exemptions with credit at the time of admission.

If the courses completed elsewhere or at McGill prior to admission were used to complete a degree, exemptions may be granted without credit, i.e., the exempted course(s) must be replaced by other graduate course(s) at McGill. Double counting is not allowed, unless the department offering the master's degree permits it and the degree has an overall credit requirement greater than 45 credits. In other words, instances where exemptions with credit may be granted will be limited to the credit amount beyond the minimum of 45 credits for a McGill master's degree. The one-third rule as described above continues to apply.

Research and Thesis – Master's Degrees

All candidates for a research degree must present a thesis based on their own research. The total number of credits allotted to the thesis in any master's program must not be less than 24. The title of the thesis and the name of the examiner must be forwarded on a *Nomination of Examiners* form, available at mcgill.ca/gps/thesis/thesis-guidelines/initial-submission, in accordance with the dates on mcgill.ca/importantdates, through the Unit head or delegate of the

department concerned at the same time that the thesis is submitted to Graduate and Postdoctoral Studies. A thesis for the master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, must show familiarity with previous work in the field and must demonstrate the ability to carry out research, organize results, and defend the approach and conclusions in a scholarly manner according to disciplinary norms. The thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain. The thesis will not normally exceed 100 pages; in some disciplines, shorter texts are preferred. Guidelines and deadlines are available at mcgill.ca/gps/thesis/thesis-guidelines.

Language Requirements – Master's Degrees

Many master's degree programs do not include language requirements, but candidates who intend to proceed to a doctoral degree should take note of any language requirements and are strongly advised to take the examinations in at least one language while working for the master's degree.

1.7.2 Doctoral Degrees

Residency Requirements – Doctoral

Refers to a period of time, measured in terms or years, necessary for completion of the program. You are not permitted to graduate until you have fulfilled the residency requirement (and paid the corresponding fees) in your program.

Only exceptional candidates holding a bachelor's degree will be considered for direct admission to Ph.D. 1 level.

Candidates entering Ph.D. 1 must follow a program of at least three years' residency (end of Ph.D. 3). This is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time. Students are expected to complete their degree within the maximum specified period.

A student who has obtained a master's degree at McGill University or at an approved institution in a relevant subject and is proceeding to a Ph.D. degree will, on the recommendation of the department, be admitted to Ph.D. 2; in this case, the residency requirement for the program is two years.

It is required that candidates spend the greater part of each summer working on their theses, and those who do not do so are unlikely to complete a satisfactory thesis in the prescribed minimum time (see : [Vacation Policy for Postdocs](#)).

In the doctoral program, students must be registered on a full-time basis for one or more years after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program.

As a rule, no more than one-third of the McGill program formal coursework can be credited with courses from another university.

Comprehensive Examinations – Doctoral

Doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their program. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is your responsibility to inform yourself of these details. For more information, see [University Regulations & Resources](#) > [Graduate](#) > [Guidelines and Policies](#) > [section 2.10: Ph.D. Comprehensives Policy](#).

Language Requirements – Doctoral

You should consult their academic units to inquire about language requirements.

You must contact their department to assess the Language Reading Proficiency Examinations. You may, however, demonstrate competence by a pass standing in two undergraduate language courses taken at McGill (see departmental regulations).

All language requirements must be fulfilled and the grades reported **before** submission of the thesis to GPS (see [section 1.9: Regulations Concerning Theses](#)).

Candidates are advised to fulfil their language requirements as early in their program as possible.

Thesis – Doctoral

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. **Formal notice of a thesis title and names of examiners must be submitted to eGraduate and Postdoctoral Studies (GPS) on the Nomination of Examiners eform, available at mcgill.ca/gps/thesis/thesis-guidelines/initial-submission, in accordance with the dates on mcgill.ca/importantdates, at the same time as the thesis is submitted.** The list of examiners must be approved by the eGraduate Program Department Director, the supervisor and the student. The Thesis section of eGraduate and Postdoctoral Studies should be notified of any subsequent change of title as early as possible. Guidelines and deadlines are available at mcgill.ca/gps/thesis/thesis-guidelines.

Special regulations for the Ph.D. degree in particular departments are stated in the entries of those departments.

eDoctoral Oral Defence

After the thesis has been received and approved, a final oral examination is held on the subject of the thesis and subjects intimately related to it. This is conducted in the presence of a Committee of at least five members presided over by a Pro-Dean nominated by Graduate and Postdoctoral Studies. The Chair of the candidate's department and the Thesis Supervisor are regularly invited to be members of the Committee; at least one member of the Committee is appointed from outside the candidate's department. Guidelines are available at mcgill.ca/gps/thesis/thesis-guidelines.

1.7.3 Coursework for Graduate Programs, Diplomas, and Certificates

If an upper-level undergraduate course (excluding 500 level) is taken by a graduate student, it must be approved by the Graduate Program Department Director. The recommendation must state if the undergraduate course is an additional requirement for the program (must obtain B- or higher) or if the course is extra to the program (will be flagged as such on the record and fees will be charged). See document at mcgill.ca/gps/students/registration.

English and French language courses offered by the French Language Centre (Faculty of Arts) or the School of Continuing Studies may not be taken for coursework credits toward a graduate program.

All substitutions for coursework in graduate programs, diplomas, and certificates must be approved by the Graduate Program Department Director before registration. Double counting of courses is not permitted.

1.8 Student Records

You are responsible for verifying your student records and progress throughout your academic career. The following sections describe a few useful tools to help you stay on track.

1.8.1 Grading and Grade Point Averages (GPA)

Classification of Grades:

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



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

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

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



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 Sub-Committee on Teaching and 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.

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

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

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

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

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

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



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 Course Grades:

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

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

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

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

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

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

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

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

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

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

NA or && — grade not yet available.

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

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

Satisfactory/Unsatisfactory — *Not used on the transcripts of Graduate students.*

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

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

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

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

1.8.1.1 Unexcused Absences

All students who miss a final exam or do not complete other required 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 other required 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 other required course work. This option is not available if the professor stipulated in the course outline that the final exam or other course work 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 [Final Examinations: Deferred Exams](#).

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 meet with a Faculty advisor 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 Dean of Graduate and Postdoctoral Studies](#).

1.8.2 Transcript of Academic Record

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

1.8.2.1 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](#).

After having reviewed the information relating to access to personal information at the time of application, you will 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 will be asked to **consent to the release of personal information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la 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 into 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 purpose 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 will 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 will 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 will 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 will 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 will be asked to **authorize the University** to:

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the 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 will 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; and
- if admitted to McGill University, you will 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 will be registered, including those policies contained in the University calendars and related fee documents. **You will 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.

1.8.2.2 Transcript of Academic Record: General Information

A McGill transcript includes all attempted work and final grades obtained in 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.

1.8.2.3 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 1.8.2.4: Official Transcripts*.

1.8.2.3.1 Verification of Student Records: Unofficial Transcripts

Subject to *section 1.8.4: 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.

A student's academic record is deemed final once the record has been approved for graduation and the 'Degree Granted' notation displays. No further record changes may be requested at this point (e.g. grade changes).



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 meet with a Faculty advisor in *Arts OASIS* or *SOUA* to talk about your options and the effects that your request may have on your studies. For more information, refer to *Academic Advising*.



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

1.8.2.4 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.

1.8.2.5 Course Numbering on the Transcript

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

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

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

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

A list of the former teaching unit codes and their subject code equivalents is available at mcgill.ca/student-records/transcripts/key.

For information on our current course numbering, see [University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > section 1.4.2: Course Numbering](#).



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

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

629-202Y = Microeconomics in Winter term (Y);

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

1.8.3 Tracking Student Progress

1.8.3.1 myProgress

myProgress is a web-based degree audit tool that allows students to track their progress towards completion of their degree. The tool offers an overview of your degree requirements and what still need to be completed before graduation. 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](#).

1.8.3.2 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 advisors 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 advisor/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.



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.

1.8.4 Changes to Student Records after Normal Deadlines

1.8.4.1 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), or 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.

1.8.4.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.8.4.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 1.8.4.2: 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 decide. 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 meet with a faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

1.8.4.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 1.8.4.2: 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 meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

1.8.4.5 Fee Assessment Consequences

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

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.12.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

1.9 Regulations Concerning Theses

1.9.1 Thesis Regulations

A thesis is a scholarly work requiring discussion of methodology, conclusions, and significance of the research beyond what might be expected for manuscripts for publication. A thesis must be written in English or French; exceptions are only allowed for specific language units. The University requires that all theses conform to the [general requirements](#) for master's and doctoral theses.

1.9.2 Thesis Submission (Initial and Final Thesis Submission)

Theses may be submitted at any time during the year. However, for each of the three annual dates for conferring degrees/convocation, there are *deadlines* for initial submission (when the thesis is sent out to examiners for evaluation) and for the final thesis submission: April 15, August 15, and December 15. Please note that some units enforce earlier submission deadlines than those listed by Graduate and Postdoctoral Studies, so it is important that students verify these dates with their unit.

A thesis is a public document and once the final thesis has been submitted for the degree, it exists in the public domain in the eScholarship database. To temporarily withhold (embargo) a thesis, please consult the *GPS website*.

1.9.3 Master's Thesis Examiner

For a master's thesis, the examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside the University. Units may nominate a member from within the unit, as long as there is no conflict of interest with the student.

1.9.4 Doctoral Thesis External Examiner

The doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University and must hold a doctorate or equivalent. The external examiner must be at arm's length from the candidate and have no other conflict of interest.

1.9.5 Doctoral Thesis Internal Examiner

The doctoral internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. The internal examiner also ensures that the written thesis meets the standards of McGill University. Normally, the internal examiner is a McGill faculty member (but not the supervisor) affiliated with the student's Unit, but they may also be nominated from other units at McGill.

1.9.6 Conflict of Interest

A nominated examiner must be without conflict of interest to evaluate the thesis. A conflict of interest can be perceived to prejudice the examiner's evaluation of the thesis. Any contact with examiners by the supervisor or student after the nomination process constitutes a conflict of interest and the examination process will be cancelled.

1.9.7 Thesis Examination

If one or both examiners determine that the thesis does not meet the requirements for the degree (i.e., an outcome of not passed is designated on the examination report) the student has the option to revise and resubmit the failed thesis. Graduate and Postdoctoral Studies must be notified within six weeks if the student decides to revise and resubmit. When the examiner's report is received by the Thesis Office, the student's transcript will indicate "Thesis Requires Revision". If the revised thesis is subsequently not passed, the thesis will be considered failed and the student will be withdrawn from the University.

If the student does not contact Graduate and Postdoctoral Studies requesting to revise and resubmit the thesis within the designated six-week time period or, once approved to revise the thesis, does not submit the revised thesis by the one-year deadline, the thesis will be deemed to have failed and the student will be withdrawn from the University. Their transcript will indicate "Thesis Revision - Not Passed".

If a thesis has not been passed and the student feels that this judgment is based on bias, error, or serious misrepresentation on the part of the examiner(s), the student may submit a written request for a new examiner for the thesis to the Dean of Graduate and Postdoctoral Studies, documenting the bias, error, or serious misrepresentation. This request must be made within six weeks of the notification that the thesis has not passed, and may be accompanied by a letter of support from the supervisor and/or unit.

1.9.8 Doctoral Oral Defence

The objectives of the oral defence are to ensure that:

1. the thesis meets the academic standards necessary for the Ph.D. degree; and
2. the Ph.D. candidate can effectively present and defend the thesis at a level of knowledge and understanding that is commensurate with that of the Ph.D. degree.

The unit is responsible for confirming the defence date and notifying Graduate and Postdoctoral Studies at least four weeks prior to the defence date.

The oral defence committee consists of five or seven voting members, including the Academic Unit representative (chair or delegate), supervisor(s), the internal thesis examiner, other member of the unit, and the external member (external to the unit). The defence committee is designed to ensure that a majority of members have not been closely involved with the thesis research and to have an odd number of members to avoid a tie in case of a vote. The Pro-Dean is a non-voting committee member appointed by Graduate and Postdoctoral Studies to facilitate the examination.

1.9.9 Oral Defence Outcomes

There are four possible outcomes of an oral defence: a "Passed" outcome and three "Not Passed" outcomes.

PASSED

- If the committee feels that the thesis and the responses to questions raised in the defence meet appropriate academic standards for the granting of the Ph.D. degree, the student will be judged to have passed the defence.
- If the committee determines that minor revisions (i.e., stylistic or editorial changes) are necessary for the thesis to fulfill the academic standards necessary for partial fulfilment of the Ph.D. degree, the Pro-Dean must delegate one member of the committee, usually the supervisor, to ensure that the student carries out the required changes.

NOT PASSED

If the committee determines that the thesis or oral defence does not meet appropriate academic standards for the Ph.D. degree and would require, for example, major revisions to the text and/or additional study, it must then decide between the following three "Not Passed" outcomes:

- **Thesis not passed:** The oral defence is satisfactory but the *thesis* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee who will then evaluate the revised thesis without another oral defence.
- **Oral defence not passed:** The thesis is satisfactory but the *oral defence* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to conduct another oral defence within six (6) months without the submission of a revised thesis.
- **Thesis and oral defence not passed:** Both the *thesis* and *oral defence* do not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee, who will then evaluate the revised thesis and conduct another oral defence.



Note: If the student has a previous "Not Passed" decision on an initial thesis or Oral Defence, a second "Not Passed" decision will result in withdrawal from the University.

1.10 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* 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 17 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 *Student Rights and Responsibilities*.



Note: All newly-admitted undergraduate and graduate 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, undergraduate students completed the tutorial 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.

1.11 Identification and Personal Information

The following sections include information regarding McGill ID cards, updating your personal information, and more.

1.11.1 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; and
- 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 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 if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if 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. An ID card will not be issued to you if you have any outstanding fees. You may obtain your ID card at the [Client Services office](#) of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

1.11.1.1 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.

1.11.1.2 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](#).

1.11.2 Legal Name and Legal Sex Designation

1.11.2.1 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:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate
(**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language
(**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
4. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the Quebec Directeur de l'état civil or applicable force in any Canadian province
(**Important:** must be submitted along with a driver's license or health card indicating the name change)

International Students:

1. Canadian Immigration Study or Work Permit
2. Certificate of Acceptance of Quebec (CAQ)
3. International passport (**Note:** For students in non-degree programs or programs that are less than 6 months; for name changes acceptable if submitted with a Certificate of Name Change)
4. International birth certificate (with an official translation in English or French)
5. Letter from international student's consulate or embassy in Canada
6. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language (**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
7. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by an official government authority outside of Canada
(**Important:** must be submitted along with an international passport or driver's license indicating the name change)

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.

In order to update the legal name on your student record you must:

1. Complete a [Personal Data Change Form](#)
2. Provide us with a copy of the appropriate legal document with the updated legal name (if we don't already have a copy); the list of acceptable documents is listed above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

1.11.2.2 Legal Sex Designation

To update your legal sex designation, you need to:

1. Complete a [Personal Data Change Form](#)
2. Provide us with a copy of the appropriate legal document with the updated legal sex designation (if we don't already have a copy); the list of acceptable documents is listed in the [section 1.11.2.1: Legal Name](#) section above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

1.11.3 Preferred First Name

At McGill University, a student is registered under their legal name as it appears on their legal documents,—such as a birth certificate or study permit—that have been provided to the University. This name will be used on documents such as an official transcript and diploma.

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 is displayed on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to [Student Records](#)

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
- For a complete list of examples, please refer to [Student Records](#)

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 and Pronoun 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 an [Email Alias form](#) in IT's Service Now. For further details, see [Student Records](#), which includes the Preferred First Name FAQ.

1.11.4 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 and Pronoun 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/name-gender.

You cannot change your legal name via Minerva. To change your legal name, please refer to [Student Records](#). A legal name change request must be submitted along with official documents (see [Legal Name and Legal Sex Designation](#)). To add a preferred first name, see [Preferred First Name](#).



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

1.11.5 Updating Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

You must update your address(es) and/or telephone number(s) and emergency contact information on [Minerva](#) under the Personal Menu.

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



Note for Nursing: A Quebec address and telephone number are required for Nursing students on Minerva to meet OIIQ registration requirements.

1.11.6 Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as 'distance') programs are required to declare where they are geographically located while studying for every term they are registered in the online program. 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.) Advanced Public Administration and Governance (15 credits)

Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)

Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)

Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)

Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (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) **

Graduate Certificate (Gr. Cert.) Public Administration and Governance (15 credits)

Certificat d'études supérieures (Cert.ed.sup.) Pédagogie de l'immersion française (15 crs)

Graduate Certificate (Gr. Cert.) Public Relations and Communication Management Practice (15 credits)

Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) Graduate Certificate (Gr. Cert.) Strategic Public Relations and Communications Management (15 credits)

*Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) ***

Master of Management (M.M.) Analytics (Non-Thesis) (45 credits)

*Master of Management (M.M.) IMHL (Non-Thesis) (45 credits) **

*: Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits) **

Master of Science, Applied (M.Sc.A.) Occupational Health (Non-Thesis) (45 credits)

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)

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 Code of Student Conduct and Disciplinary Procedures.

1.12 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.

1.12.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order 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 1.12.2: 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.

1.12.2 What Documents Does McGill Need from You?

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

Quebec and Canadian Out-of-Province Students

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

International Students

- You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)
- You may need a Visitor's Permit or Electronic Travel Authorization (*eTA*) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website
 - Photo page of your passport
 - Permanent Code Data Form (Notes 1 and 5)
- You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)
- Certificate of Acceptance of Quebec (CAQ)
 - Study Permit issued by Immigration Canada (Note 3)
 - Permanent Code Data Form (Notes 1 and 5)



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



Note 2: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



Note 3: If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.



Note 4: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace 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.

1.12.2.1 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** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (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*)

Note that this information may be subject to change.

1.12.3 Has McGill Received Your Documents?

1.12.3.1 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 fee and legal status on the *Minerva* Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. 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.

1.12.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's 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 1.12.2: 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.

1.12.4 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 after 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.

1.12.5 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 Service Point at:

Telephone: 514-398-7878

Website: mcgill.ca/servicepoint/contact

1.12.5.1 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

1.13 Graduation

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. Certain faculties may require a higher CGPA for graduation.

You should contact your advisor (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 advisors, 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. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g. grade changes).

- **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 mid-May.

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's 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 advisor 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 the 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) 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 advisor for any conditions applicable to the McGill credits required toward your certificate.

1.13.1 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 the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.13: 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.

1.13.1.1 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 mid-May.

If you miss one of these deadlines, contact your faculty's 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 meet with a Faculty advisor [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effect 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 Theses](#).



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

1.13.2 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.

1.13.3 Replacing a Diploma

1.13.3.1 Required Documents

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

Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the [ES Services eStore](#).

Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the [ES Services eStore](#) or contact [Service Point](#) for an appointment to pick up your diploma.

Modifying the name on your diploma

If you have changed your name after graduation and need to obtain a replacement diploma with your new name, first follow the [steps to request a name change](#) by completing and signing a [Personal Data Change Form](#) and submitting the [section 1.11.2: required supporting documentation](#). Once you have received confirmation that your McGill record reflects the updated name, submit a request for a replacement diploma and pay the fee for replacement and delivery via courier using the [ES Services eStore](#).

1.13.3.2 Submitting Your Request

You can submit a request and pay for a replacement diploma and delivery via the [ES Services eStore](#).

1.13.3.3 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 English or Latin).

Submitting your request for a certified copy

You can submit your request and pay the requisite fee via the [ES Services eStore](#).

1.13.4 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. 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 such a degree.

1.14 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](#) site for further details.

Here are some key references for students :

- [section 1.14.1: Responsible Use of McGill Information Technology Resources](#)
- [section 1.14.2: Report Security Incidents](#)
- [section 1.14.3: Use of Cloud Services](#)

- [section 1.14.4: Two-Factor Authentication \(2FA\)](#)
- [section 1.14.5: Email Communication](#)
- [section 1.14.6: Secure your Journey](#)

1.14.1 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.

1.14.2 Report Security Incidents

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

- Contact IT through the [IT Service Desk](#);
- Or by telephone at **514-398-3398** for immediate help;
- For additional information, please see [Reporting IT security incidents](#).

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact [McGill Security Services](#) at **514-398-3000** in the Downtown Campus or **514-398-7777** at the Macdonald Campus immediately.

1.14.3 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 will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

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

1.14.4 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.

1.14.5 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](#).

1.14.6 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.

1.15 Student Health & Insurance

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

1.15.1 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/get-support/physical-health/immunization or by calling the Student Wellness Hub at 514-398-6017.

1.15.2 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, the Quebec Ministry of Education, and the 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 School of 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.

1.15.3 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.

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 School of 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 this plan covers, 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 1.15.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.15.4 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.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Student Accessibility & Achievement](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. 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/access-achieve/ for more information, or to book an appointment.



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

1.16 Facilities

Students are expected to treat facilities and services offered at McGill respectfully and responsibly, to benefit all present and future members of the McGill community.

1.16.1 Proper Use of Computing Facilities

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

1.16.2 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

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.

1.16.3 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 Guidelines and Policies

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

2.1 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 dependent.

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.

2.2 Failure Policy

Purpose

This policy specifies conditions under which graduate students will be withdrawn from the University due to unsatisfactory standing resulting from failed courses and/or unsatisfactory Graduate Student Research Progress Tracking Reports.

Scope

This policy pertains to courses and Graduate Student Research Progress Tracking Reports. It does not apply to comprehensive examinations, thesis examinations or doctoral oral defences.

For a failed thesis examination or doctoral oral defence, the [Thesis Examination Failures Policy](#) applies; for a failed comprehensive examination, the [section 2.10: Ph.D. Comprehensives Policy](#) applies.

Definitions

- “**Course**”: a course that counts for credit toward the student’s degree program (whether required, complementary, or elective), excluding comprehensive examinations. This includes courses approved to be taken at other institutions that count for credit toward the student’s degree program.
- “**Graduate Student Research Progress Tracking Report**”: a written record of a meeting attended by the graduate student, his or her supervisor(s) and a member of the supervisory committee or a representative from the academic unit at which objectives for the upcoming year are established and prior progress recorded and evaluated.
- “**Failure**”: withdrawal from the University due to unsatisfactory standing.
- “**Student**”: a student registered in a graduate degree program (including those registered in a Qualifying Year).

Failure Policy

A student will be withdrawn from the University, if they:

- fail two courses (i.e., two different courses, one failed course plus a failed repeat of the same course or one failed course and a failed supplemental exam for that course); **or**
- obtain two unsatisfactory Graduate Student Research Progress Tracking Reports and the academic unit in which the student is registered recommends that they be withdrawn; **or**
- fail one course, obtain one unsatisfactory Graduate Student Research Progress Tracking Report, and the academic unit in which the student is registered recommends that they be withdrawn.

The student’s transcript will thereafter indicate that the student was withdrawn from the University.

Students in a Qualifying Year

Failing a course in a Qualifying Year is equivalent to failing a course in a graduate program, and counts as a first failed course if a student is subsequently admitted to a graduate program in a related field.

Readmission

A student withdrawn according to this policy cannot apply for readmission to the program from which they were withdrawn.

Senate, October 11, 2000.

Revised by GPS Council, February 10, 2003; February 9, 2015.

2.2.1 Procedure to Follow in Cases of Failure

In the event of course failure:

- For a **failed course**, the academic unit (department) must:
 - Ensure that the failing grade is recorded on the student's record (if a course).
 - Complete the web form [Recommendation Following a First Failure](#) to indicate whether the student will:
 - write a supplemental examination (if academic unit (departmental) policy permits); **or**
 - retake the failed course; **or**
 - substitute the failed course by completing an equivalent course.



IMPORTANT: The student will receive a copy of their academic unit's (department's) web form submission *as the official notification of their first failure.*

In the event of a second failure (including failure of a supplemental exam:

- The second failing grade must be recorded on the student's record (if a course or supplemental exam).

- 30 days after the academic unit (department) has informed the student of the failure and options for redress, if the student is still in unsatisfactory status, the unit must complete the web form [Withdrawal Recommendation Following a Second Failure](#) to recommend to Management of Academic Records Unit, Enrolment Services that the student must be withdrawn from their program.
- Upon receipt of the recommendation for withdrawal, Enrolment Services will send the student an official withdrawal letter and change the status to Withdrawn on the student's academic record.

Requesting an appeal in case of withdrawal due to failure:

A student recommended for withdrawal due to failure has 30 days (from the date of the notification letter) to appeal this decision. It is the student's responsibility to present evidence of their case and provide any supporting documentation, including letters of support from their thesis supervisor and Graduate Program Director, to associatedeans.gps@mcgill.ca. The appeal and any supporting documents will be reviewed by the Associate Dean, Graduate and Postdoctoral Studies, and the student will be notified of the decision. That decision will be **final**. Students should be aware that appeals are rarely awarded, and only under truly exceptional circumstances.

A student who wishes to submit an appeal must:

- Prepare a detailed letter indicating the reasons for the appeal (addressed to the Graduate Associate Dean);
- Obtain any supporting documents (addressed to the Graduate Associate Dean);
- Submit the letter, together with all supporting documents, to associatedeans.gps@mcgill.ca, **before** the end of this 30-day period.



Note: A student in a graduate program who has failed one course while being a Special Student in graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study. A student may not claim medical reasons for a course failure after the fact. In the case of an examination, a dated medical certificate or appropriate document recommending a deferral (see “Other Grades” in [section 1.8.1: Grading and Grade Point Averages \(GPA\)](#) > “L - deferred” and “LE or L* - further deferral”) must be submitted to Graduate and Postdoctoral Studies with a recommendation from the academic unit (department) for a deferral **before or immediately after** the examination. In particular, such recommendation will not be considered if medical reasons are brought forth after a grade is submitted. Medical reasons declared after the fact will not be considered acceptable grounds of appeal of withdrawal under the [Failure Policy](#).

2.3 Graduate Student Research Progress Tracking

1. Research Progress Reporting for Doctoral Students

1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated on the Graduate Student Research Progress Tracking Form (available at mcgill.ca/gps/students/progress-tracking). For doctoral students whose committees have been formed, a member of the supervisory committee must also attend. If a committee member is unavailable, a representative from the academic unit may exceptionally attend in lieu of a committee member.

1.2. Students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

1.3 Units may also use the Graduate Student Research Progress Tracking Form for master's students in thesis and non-thesis research programs if this is a unit-wide practice.

2. Procedures

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the **objectives** box on page 1 of the form. Those attending the meeting—the student, the supervisor, and a member of the supervisory committee (or exceptionally, a representative from the academic unit if a committee member is not available)—must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee (or exceptionally, a representative from the academic unit if a committee member is not available) must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record their accomplishments and progress for the year by completing the **progress** box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or exceptionally, a representative from the academic unit if a committee member is not available) on page 2 of the form. It is strongly recommended that this section include a detailed assessment of student progress from the perspective of the supervisory committee. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the **objectives** box on page 1 of the same form.

2.3. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form. If progress is judged satisfactory at the follow-up meeting, the timing of the next progress tracking meeting will be determined by the regular deadlines indicated in myProgress milestones for the student's program.

2.4. Two unsatisfactory reports (not necessarily successive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

2.5. A student or faculty member who refuses to sign the form must write a statement detailing their reasons for not signing. This statement may be submitted to the committee and Graduate Program Director to be retained with the progress tracking form or submitted confidentially to the GPS Associate Dean.

2.6. In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the academic unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

2.7. The progress tracking forms must be uploaded to the student's record on myProgress.

2.8. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is signing as the supervisor, committee member, or as a unit representative in lieu of a committee member, then the Chair will sign.

Senate, Sept. 2003; Revised Sept. 2014, Sept. 2015, and March 2016.

2.4 Graduate Student Supervision

1. Principles

1.1. Supervision is a recognized aspect of the academic duty of teaching.

1.2. Supervision involves responsibilities on the part of both the supervisor and supervisee.

2. Supervisors and Supervisory Committees

2.1. Although procedures and timeframes for choosing supervisors and supervisory committees may vary across programs, they must be consistent within a particular program and must be made clear to students. Units should consider the availability of student support, research facilities, space, and availability of potential supervisors in determining the number of students admitted into the program.

2.2. Graduate supervision is recognized as an integral part of the academic responsibility of professors in academic units where supervision is the normal practice, and must be considered in the allocation of workload, as should the teaching of graduate courses.

2.3. Thesis supervisors must be chosen from full-time tenure-track or tenured academic staff, or ranked contract academic staff who have research as part of their duties. Supervisors should have competence in the student's proposed area of research. When thesis supervisors retire or resign from the University, they cannot act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.

2.4. Emeritus Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.

2.5. Adjunct Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's approval. After approval, a letter of understanding, signed by the co-supervisor and the supervisee, must be submitted to GPS. If problems arise, the McGill supervisor will be held accountable to McGill policies and regulations.

2.6. The academic unit must ensure continuity of appropriate supervision when a student is separated from a supervisor, for example, when the supervisor is on sabbatical, leaves McGill, or retires.

2.7. Ph.D. students must have a supervisory committee consisting of at least one faculty member in addition to the supervisor(s). The supervisory committee must provide, on a regular basis, guidance and constructive feedback on the student's research (*Graduate Student Research Progress Tracking*).

2.8. A Letter of Understanding (LOU) is mandatory between Ph.D. students and their supervisor(s). GPS strongly recommends that units also implement an LOU for master's students.

2.9. The Chair of the academic unit (or delegate) must address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. If the issue cannot be resolved at the unit level, or in the case of confidentiality concerns, then an Associate Dean from Graduate and Postdoctoral Studies must be contacted to facilitate a resolution. The Chair must correspond with all parties concerning the decision, proposed actions, and resulting implications 10 working days prior to any action being taken. Appeals of the Chair's decision must be addressed to the Associate Dean (Graduate and Postdoctoral Studies).

3. Orientation

3.1. **Supervisees:** Graduate students must participate, before registration, in a mandatory online orientation that includes sections on supervisee responsibilities.

3.2. **Supervisors:** Professors who have not yet engaged in graduate supervision at McGill are required to participate in a supervisory orientation approved by GPS. Professors who have not supervised for 5 or more years must meet with their Chairs to determine if such orientation is necessary.

Council of FGSR, April 23, 1999; Revised Oct. 6, 2003, Sept. 15, 2014, Sept. 14, 2015, and 01 Feb. 2021.

Senate, March 23, 2016.

2.5 Graduate Studies Reread Policy

This policy applies only in the case of marks given for written work in 600- and 700-level courses. For 500-level courses and below, the reread policy of the appropriate undergraduate faculty applies. This policy covers exams and other written work (essays/papers, assignments, and lab reports). This policy does not apply to Ph.D. comprehensive examinations. See [section 2.10: Ph.D. Comprehensives Policy](#) for more information.

I. Consultation

In accordance with the *Charter of Students' Rights* (available at www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities), and subject to the conditions stated therein, graduate students have the right, subject to reasonable administrative arrangements, "to consult any written submission for which they have received a mark and to discuss this submission with the examiner." Upon request by the student, the instructor of the course is obliged to conduct this consultation with the student.



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

II. Verification

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

III. Rereads

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

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the mark, or made a reasonable attempt to do so.

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. An essay/paper, assignment, or lab report must account for more than 20% of the course grade to be eligible for a reread.

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

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



Note: Material that has been returned to a student **cannot be reread** unless arrangements have been made to ensure that the material has not been changed subsequent to the original grading; for example, the student can make a copy for the professor to retain either before handing the material in or immediately upon receiving it back from the instructor or at the point where the professor and student review the work together. Instructors are strongly advised to write their corrections in red pen and to write comments which help the student to understand the mark assigned.

2. The request for a formal reread must be made by the student in writing to [Graduate and Postdoctoral Studies](#) and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee will be charged directly to the student's fee account after the result of the reread is received; this will be reimbursed if there is an upwards change in the letter grade for the course. The reread fee amount and other details can be found on the [Student Accounts website](#).
3. a) Administration of the reread is handled by Graduate and Postdoctoral Studies, not by the department. Graduate and Postdoctoral Studies will contact the department to obtain the course syllabus, the work to be reread, a list of potential readers, and details of the marking. **The list of potential readers must be approved by the Department Chair or Graduate Program Director. The Chair or Graduate Program Director must, as well, vouch for the impartiality of these readers.** All communication with the second reader is conducted by Graduate and Postdoctoral Studies.
 - b) The second reader is given the course syllabus, the original assignment with marginalia, corrections, summary comments, and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.
4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirements of the [Charter of Students' Rights](#) (available at www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities) that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.
5. a) The second reader should support his or her assessment with a brief memorandum to Graduate and Postdoctoral Studies. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.
 - b) In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students who had previously agreed to the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.
6. The new grade resulting from the review will be communicated to the student in a letter from Graduate and Postdoctoral Studies, with a copy to the academic unit.

Prepared by the Committee on Graduate Programs, Supervision and Teaching.

Approved by Council of FGSR, May 12, 1995.

Revised May 1997, January 2011, July 2014, July 2015.

2.6 Guideline on Hours of Work

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

2.7 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*.



Note for the Faculty of Education: There are special language requirements for Faculty of Education students; see *Faculty of Education*.



Note for Continuing Studies: For English language programs, refer to the School of Continuing Studies' *Global and Strategic Communications* section.



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 *Courses Taken as Extra to a Program* in the Graduate Regulations and Resources.



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. For French language proficiency guidelines, refer to mcgill.ca/undergraduate-admissions/french-proficiency.

2.8 Leave of Absence Status

2.8.1 Graduate and Postdoctoral Leave of Absence Policy

A leave of absence may be granted for reasons such as:

- maternity or parenting
- personal or family health
- professional development (graduate students only)
- required military service (graduate students only)
- employment that precludes progress toward the degree (graduate students only)

A leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks.

Students and postdocs must submit a request, by completing the appropriate [web form](#), to their department along with supporting documentation justifying the leave. The department shall forward the request for approval to Enrolment Services, Management of Academic Records.

A status of “leave of absence” will display on the records of students and postdocs during the specified period of the authorized leave.

It remains the student's responsibility to verify their record; in particular, as it pertains to term and course registration to ensure that the accurate information is reflected.

During a **leave of absence for parental or familial reasons**, a student will **not** be eligible to take courses but he/she may request and expect guidance on thesis and research work. Students and postdocs will have free access to the University's academic facilities. Library services will continue to be available by registering at the [Humanities and Social Sciences Library](#) (McLennan-Redpath).

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



NOTES:

- Requests for a leave of absence due to health, familial, or parental reasons must be supported by a medical certificate.
- Requests for a leave of absence due to professional development are for activities that preclude progress toward the degree.
- A request for leave without proper justification and supporting documents will **not** be considered.
- A request for retroactive leave of absence will **not** be considered.
- No tuition fees will be charged for the duration of the authorized leave.

- 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.
- Research supervisors are not obligated to remunerate students and postdocs on leave.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The *Post Graduate Student Society* (PGSS) and/or *International Student Services* must be contacted to make arrangements. Additional student society fees must be paid in order to be considered as a member and to be eligible for the *PGSS supplemental health and dental coverage* and *international health insurance plan*, respectively.
- A postdoc requesting a personal health or parental leave will extend their five-year eligibility term for registration. If granted, the leave must not exceed an eligibility window of 10 years from the date the Ph.D. degree was awarded.
- If you have concerns about disclosing your medical condition, you may contact the Associate Dean of Graduate and Postdoctoral Studies for advice before submitting your request for leave.
- For a maternity or parental leave, the eligibility period of a maximum of 52 consecutive weeks is determined based on when the child is born; if the leave is interrupted for one or two terms, the eligibility period cannot be extended.

Leave vs. Residency Requirements

A leave in a residency term may be requested; however, upon return and re-registration in the program, it is the student's responsibility to ensure that the missing residency requirements are completed. A leave indicates a break in the program.

For more information on residency requirements refer to the : [Program Requirements](#) page, which appears under each faculty or school's graduate section.

Applying to Graduate Following a Leave

If on leave of absence during the Fall term, the student must register for an active term of study in the Winter term (at least) in order to apply for graduation.

If on leave of absence during the Winter and/or Summer terms, the student must register for an active term of study in the Fall term (at least) in order to apply for graduation.

Funding Council Leave Policies for Graduate and Postdoctoral Fellowships

A summary table of various leave policies (paid or unpaid) for students and postdocs paid from the Federal and Quebec Councils through fellowships or research grants is available at mcgill.ca/gps/funding/getting-paid; see information on the "Funding Council Leave Policies for Graduate Students and Postdoctoral Fellows".

Procedure for Requesting a Leave

To submit a request for leave to the department, the student or postdoc must:

- complete the *Request for a Leave* web form available at: mcgill.ca/student-records/forms; and
- submit the necessary supporting documents (e.g., a medical certificate, proof of employment, proof of mandatory military service) to the graduate department.

Once the department has received and reviewed the request and supporting documents, if the request is justified, a recommendation for approval will be sent via email to Enrolment Services, Management of Academic Records.

The student or postdoc will be notified once their record has been updated to indicate the leave.



NOTES:

- A medical certificate must contain at least the following items:
 - the student or postdoc's name, as well as complete contact information for the physician;
 - a clear statement by the physician justifying the student or postdoc's inability to perform their academic duties, with start and end dates; and
 - if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health condition(s) in question did not prevent the normal performance of academic duties at the beginning of the term.
- Requests without supporting documentation will **not** be considered.

2.9 Vacation Policy for Graduate Students and Postdocs

Graduate students and Postdocs should normally be entitled to vacation leave equivalent to university holidays and an additional total of fifteen (15) working days in the year. Funded students and Postdocs with fellowships and research grant stipends taking additional vacation leave may have their funding reduced accordingly.

Council of FGSR April 23, 1999

2.10 Ph.D. Comprehensives Policy

Preamble

All doctoral programs at McGill require candidates to pass a comprehensive examination, such as a qualifying examination, a preliminary examination, a candidacy paper, a comprehensive evaluation, a thesis proposal, etc. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined must be specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of the Unit to make this information widely available and for students to inform themselves of these details.

Objectives and Content

The purpose of comprehensive examinations is to determine whether the student demonstrates the necessary research skills and academic achievements to continue in the Ph.D. program. Permissible objectives may only include assessing foundational knowledge of the discipline (retrospective comprehensive) and/or ability to conduct independent and original research (prospective comprehensive). As such, comprehensive examinations must not reexamine graduate course content completed at McGill. Units must consult *GPS guidelines* for retrospective and prospective exams when establishing their comprehensives.

The content of the comprehensive must be consistent with the stated objectives and should be appropriately circumscribed. At least 3 months prior to the examination, students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

Format

Units must provide doctoral students with a written description of the Ph.D. comprehensive process, detailing objectives and content, format, timing, assessment, grading and reporting, and failures (and procedures for repeats).

The format of the comprehensive must be consistent for all students within a given program. The following list gives some of the more common formats, which are often combined:

- written examination
- take-home examination
- synthesis of relevant research in the field
- written research proposal and/or thesis proposal
- oral examination or defence

Timing

Units must clearly specify when the comprehensive must be taken and how this fits into the program milestones, e.g., whether all coursework must have been completed prior to undertaking the comprehensive and/or whether the comprehensive is the final step before thesis research and writing.

Scheduling of the comprehensive must be specified by the unit and the comprehensive exam must be completed by the end of PhD3. Students must be informed of the date of the exam with sufficient time to prepare for it.

Assessment

Assessment parameters must be made clear to the student in advance of the examination. This includes information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, it must be made clear how the committee is appointed and who sits on it, and how the evaluation is to be carried out (consensus or vote).

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

All Ph.D. comprehensives must be represented by an administrative course number, usually XXXX 701. Grading of this course must be Pass/Fail. A Pass is required for students to continue in the program.

Feedback

The assessment and reasons for the decision, including identifying specific strengths and weaknesses, must be provided to the student in writing within 2 weeks of the examination. There must be sufficient detail to allow the student to understand the decision.

In the case of oral examinations, the student must be given feedback on presentation, logical exposition, ability to answer questions, etc. To help ensure that assessments can be put in context, units may choose to make a record of the examination (including audio or video recording) and/or to have a neutral observer, chair, or outside committee member, or to make the oral presentation open to members of the academic unit. If recorded, an unedited copy of the recording must be forwarded to the student within 2 weeks of the examination.

Failures

In the event that the student is judged to have failed the comprehensive, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part) within a minimum of four months and a maximum of six months. After the first failure, a grade of HH (which designates “continuing”) will be recorded on the student’s transcript.

The student must be informed in a face-to-face meeting and in writing by the department that they have failed the comprehensive. At this meeting and in the written document, the student must be informed of conditions relating to a repeat of the examination, including the nature of the re-examination and committee membership, as well as the deadline for retaking the exam. Units have the right to specify further requirements in the event of failure, e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive.

If the student does not repeat the exam by the deadline specified by the unit, the HH will be converted into F and the student will be withdrawn from the university. In the event that the repeat comprehensive is passed, the grade of HH will be converted to a Pass and the student will be allowed to continue in the program.

Appeals

A student withdrawn due to failure of their comprehensive exam has 30 days to appeal this decision. They must follow the steps specified under *Requesting an appeal in case of withdrawal due to failure* in the [Failure Policy](#).

Approved by Executive of Faculty of Graduate Studies and Research (FGSR) Feb. 17, 1997 and Council of FGSR March 7, 1997; Revised by GPS July 9, 2014, June 29, 2015, June 14, 2017, December 18, 2019 and April 11, 2022.

2.11 Admission of Former Students

Students who have reached time limitation, who have officially withdrawn from the University by submitting a [Withdrawal Form](#), or who are not currently registered are eligible to be considered for readmission into their program. The student's academic unit must recommend that the student be readmitted, stipulating any conditions for readmission that it deems appropriate. If the student's unit chooses not to recommend readmission, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The decision of the Associate Dean (Graduate and Postdoctoral Studies) shall be final and not subject to further appeal.

Procedure: Requirements for completion of the program will be evaluated. Some of these requirements may need to be redone or new ones may be added. Fees will be based on the term of readmission up to the time limit of the degree (i.e., Master's 3 or PhD7) plus the term of readmission. Applicants should direct questions regarding fees to the appropriate [Graduate Program Coordinator/Administrator](#).

The [Request for Readmission Form](#) and other pertinent details regarding the readmission procedure can be found on the GPS website for [Time Limitation](#).

Council – February 9, 2004; Revised January 18, 2016.

Senate – March 23, 2016.

2.12 Time Limitation

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

Candidates for doctoral degrees must complete the degree by the end of PhD7. Please note that students admitted after a master's degree are normally considered to be PhD2 and not PhD1 (direct entry). Students should contact their [Graduate Program Coordinator/Administrator](#) to confirm the number of years in which they must complete the degree.

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

Students who do not complete their degree requirements within the time limits stated above will be withdrawn from the University and will lose their student status and access to McGill facilities and support. International students on study permits will also be required to leave Canada.

Students can apply for readmission by completing and submitting the [Request for Readmission](#) webform only when they are ready to submit their thesis and will be charged fees for the term of readmission and any future terms of registration up to and including their term of graduation.

Council of FGSR, February 2, 1996; Revised January 18, 2016.

Senate, April 20, 2016.

2.13 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](#).

3 Graduate Studies at a Glance

3.1 Graduate and Postdoctoral Degrees Offered by Faculty

McGill University offers graduate and postdoctoral programs in the following units (organized by their administering home faculty):

Faculty of Agricultural and Environmental Sciences	Degrees Available
: <i>Agricultural Economics</i>	M.Sc.
: <i>Animal Science</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Bioresource Engineering</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Biotechnology</i>	M.Sc.A., Graduate Certificate
: <i>Food Science and Agricultural Chemistry</i>	M.Sc., Ph.D.
: <i>Human Nutrition</i>	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: <i>Natural Resource Sciences</i>	M.Sc., Ph.D.
: <i>Parasitology</i>	M.Sc., Ph.D.
: <i>Plant Science</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Faculty of Arts	Degrees Available
: <i>Anthropology</i>	M.A., Ph.D.
: <i>Art History</i>	M.A., Ph.D.
Classics – see : <i>History and Classical Studies</i>	N/A
: <i>Communication Studies</i>	M.A., Ph.D.
: <i>East Asian Studies</i>	M.A. (<i>Ad Hoc</i>), Ph.D. (<i>Ad Hoc</i>)
: <i>Economics</i>	M.A., Ph.D.
: <i>English</i>	M.A., Ph.D.
: <i>French Language and Literature</i>	M.A., Ph.D.
: <i>Geography</i>	M.A., Ph.D.
: <i>History and Classical Studies</i>	M.A., Ph.D.
: <i>Information Studies</i>	M.I.St., Ph.D., Graduate Certificate
: <i>International Development</i>	N/A
: <i>Islamic Studies</i>	M.A., Ph.D.
: <i>Jewish Studies</i>	M.A., Ph.D. (<i>Ad Hoc</i>)
: <i>Languages, Literatures, and Cultures</i>	M.A., M.A. (<i>Ad Hoc</i>), Ph.D., Ph.D. (<i>Ad Hoc</i>)
: <i>Linguistics</i>	M.A., Ph.D.
: <i>Mathematics and Statistics</i>	M.A., Ph.D.
: <i>Philosophy</i>	M.A., Ph.D.
: <i>Political Science</i>	M.A., Ph.D.
: <i>Public Policy</i>	M.P.P.
: <i>Psychology</i>	M.A., Ph.D.
: <i>Quebec Studies / Études sur le Québec</i>	N/A
: <i>Religious Studies</i>	M.A., S.T.M., Ph.D.
: <i>Social Studies of Medicine</i>	N/A
: <i>Social Work</i>	M.Sc.A., M.S.W., M.S.W. & B.C.L./J.D., Ph.D.
: <i>Sociology</i>	M.A., Ph.D.
Faculty of Dental Medicine and Oral Health Sciences	Degrees Available
: <i>Faculty of Dental Medicine and Oral Health Sciences</i>	M.Sc. Ph.D.
Faculty of Education	Degrees Available
: <i>Educational and Counselling Psychology</i>	M.A., M.Ed., Ph.D., Graduate Diploma
: <i>Integrated Studies in Education</i>	M.A., Ph.D., Graduate Certificate

Faculty of Education	Degrees Available
: <i>Kinesiology and Physical Education</i>	M.A., M.Sc., Ph.D.
Faculty of Engineering	Degrees Available
: <i>Architecture</i>	M.Arch., Ph.D.
: <i>Chemical Engineering</i>	M.Eng., Ph.D.
: <i>Civil Engineering</i>	M.Sc., M.Eng., Ph.D.
: <i>Electrical and Computer Engineering</i>	M.Sc., M.Eng., Ph.D.
: <i>Mechanical Engineering</i>	M.Sc., M.Eng., Ph.D.
: <i>Mining and Materials Engineering</i>	M.Sc., M.Eng., Ph.D., Graduate Diploma
: <i>Urban Planning</i>	M.U.P., Ph.D.
Bieler School of Environment	Degrees Available
: <i>Environment</i>	N/A
Interfaculty Studies	Degrees Available
: <i>Biological and Biomedical Engineering</i>	M.Sc., M.Eng., Ph.D.
: <i>Graduate Certificate in Foundations of Health Science Education</i>	Graduate Certificate
: <i>Neuroscience (Integrated Program)</i>	M.Sc., Ph.D.
: <i>Quantitative Life Sciences</i>	Ph.D.
Faculty of Law	Degrees Available
: <i>Law</i>	LL.M., D.C.L., Graduate Certificate, M.S.W. & B.C.L./J.D.
Desautels Faculty of Management	Degrees Available
: <i>Desautels Faculty of Management</i>	M.B.A., M.B.A. with Integrated B.C.L./LL.B., M.B.A. & M.D., C.M., M.B.A./Japan, E.M.B.A., M.M., Ph.D., Graduate Certificate
Faculty of Medicine and Health Sciences	Degrees Available
: <i>Anatomy and Cell Biology</i>	M.Sc., Ph.D.
: <i>Biochemistry</i>	M.Sc., Ph.D.
: <i>Bioethics</i>	N/A
: <i>Biomedical Engineering</i>	Graduate Certificate
: <i>Communication Sciences and Disorders</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Epidemiology and Biostatistics</i>	M.Sc., Ph.D.
: <i>Human Genetics</i>	M.Sc., Ph.D.
: <i>Medical Physics</i>	M.Sc., Graduate Diploma
: <i>Medicine, Experimental</i>	M.Sc., Ph.D., Graduate Diploma
: <i>Medicine, Family</i>	M.Sc., Ph.D.
: <i>Microbiology and Immunology</i>	M.Sc., Ph.D.
: <i>Occupational Health</i>	M.Sc.A., Ph.D.
: <i>Oncology</i>	Graduate Diploma
: <i>Otolaryngology – Head and Neck Surgery</i>	M.Sc.
: <i>Pathology</i>	M.Sc., Ph.D.
: <i>Pharmacology and Therapeutics</i>	M.Sc., Ph.D.
: <i>Physiology</i>	M.Sc., Ph.D.
: <i>Psychiatry</i>	M.Sc.

Faculty of Medicine and Health Sciences	Degrees Available
: Surgery, Experimental	M.Sc., Ph.D., Graduate Certificate, Graduate Diploma
Schulich School of Music	Degrees Available
: Schulich School of Music	M.A., M.Mus., D.Mus., Ph.D., Graduate Artist Diploma, Graduate Certificate, Graduate Diploma, Post-Graduate Artist Diploma
Ingram School of Nursing	Degrees Available
: Nursing	M.Sc.A., Ph.D., Graduate Certificate, Graduate Diploma
School of Physical and Occupational Therapy	Degrees Available
: About the School of Physical and Occupational Therapy	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Faculty of Science	Degrees Available
: Atmospheric and Oceanic Sciences	M.Sc., Ph.D.
: Biology	M.Sc., Ph.D.
: Chemistry	M.Sc., Ph.D.
: Computer Science	M.Sc., Ph.D.
: Earth and Planetary Sciences	M.Sc., Ph.D.
Geography (Science > Graduate > Browse Academic Units & Programs > Geography)	M.Sc., Ph.D.
Mathematics and Statistics (Science > Graduate > Browse Academic Units & Programs > Mathematics and Statistics)	M.Sc., Ph.D.
: Physics	M.Sc., Ph.D.
Psychology (Science > Graduate > Browse Academic Units & Programs > Psychology)	M.Sc., Ph.D.

3.2 Master's Degrees Available at McGill

The following list shows all of the master's degrees available at McGill, along with their prerequisites. See [section 3.2.1: Master's Degree Programs and Specializations](#) for more information on specific programs and options.

Degree	Prerequisites
Master of Architecture M.Arch.	Professional degree – McGill B.Sc.(Arch.) degree, or equivalent.
Master of Arts M.A.	Bachelor of Arts in the subject selected for graduate work. See appropriate unit.
Master of Business Administration M.B.A.	An undergraduate degree from an approved university. See : M.B.A. Programs .
Master of Education M.Ed.	Bachelor's degree with specialization related to the subject chosen for graduate work, plus a Permanent Quebec Teaching Diploma or its equivalent for some of the above degrees. See appropriate department.
Master of Engineering M.Eng.	Bachelor of Engineering or equivalent, with specialization appropriate for the subject selected for graduate study. See appropriate department.
Master of Information Studies M.I.St.	At least a bachelor's degree from a recognized university. See : Information Studies Admission Requirements and Application Procedures .
Master of Laws LL.M.	An acceptable degree in Law or equivalent qualifications. See : Law Admission Requirements and Application Procedures .
Master of Management M.M.	See : Master of Management Programs .
Master of Music M.Mus.	Bachelor of Music or Bachelor of Arts with concentration in the area selected for graduate study.

Degree		Prerequisites
		Applicants to the Performance program are required to pass auditions in their speciality. See : Schulich School of Music .
Master of Sacred Theology	S.T.M.	B.A. with specialization in religious studies or theology. See : Religious Studies Admission Requirements and Application Procedures .
Master of Science	M.Sc.	Bachelor of Science in the subject selected for graduate work. See appropriate unit.
Master of Science, Applied	M.Sc.A.	A bachelor's degree in the subject selected for graduate work. See appropriate unit.
Master of Social Work	M.S.W.	Bachelor's degree in Social Work including courses in statistics and social science research methods. See : Social Work Admission Requirements and Application Procedures .
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : Social Work Admission Requirements and Application Procedures .
Master of Urban Planning	M.U.P.	Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology, or Urban Planning, with adequate knowledge of quantitative techniques. See : Urban Planning Admission Requirements and Application Procedures .

3.2.1 Master's Degree Programs and Specializations

The following list shows all of the programs and options available for each degree at McGill.

Program	Thesis/Non-Thesis	Options
Master of Architecture (M.Arch.)		
Professional	Non-Thesis	Design Studio, Design Studio – Directed Research
Post-professional	Non-Thesis	Architectural History and Theory, Urban Design and Housing
Master of Arts (M.A.)		
Anthropology	Thesis	Development Studies, Environment, Gender and Women's Studies
Art History	Thesis	Gender and Women's Studies
Classics	Thesis, Non-Thesis	N/A
Communication Studies	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Counselling Psychology	Non-Thesis (Professional Internship), Non-Thesis (Project)	N/A
East Asian Studies	Thesis (<i>Ad Hoc</i>)	N/A
Economics	Thesis, Non-Thesis	Development Studies, Population Dynamics
Educational Psychology	Thesis	Health Professions Education, Human Development, Learning Sciences, School/Applied Child Psychology
Education and Society	Thesis, Non-Thesis	Gender and Women's Studies, Mathematics and Science Education (Thesis) Course Work, Course Work Math & Science Education, Gender and Women's Studies, Jewish Education, Project Math & Science Education (Non-Thesis)
Educational Leadership	Thesis, Non-Thesis (Coursework), Non-Thesis (Project)	Gender and Women's Studies (Thesis) Gender and Women's Studies (Non-Thesis (Project))
English	Thesis, Non-Thesis	N/A
French Language and Literature	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Geography	Thesis	Development Studies, Environment, Gender and Women's Studies, Neotropical Environment

Master of Arts (M.A.)

German	Thesis, Non-Thesis	N/A
Hispanic Studies	Thesis, Non-Thesis	N/A
History	Thesis, Non-Thesis	Development Studies, European Studies, Gender and Women's Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies
Islamic Studies	Thesis	Gender and Women's Studies
Italian	Thesis, Non-Thesis	N/A
Jewish Studies	Thesis, Non-Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Languages, Literatures and Cultures	Thesis (<i>Ad Hoc</i>)	Digital Humanities
Linguistics	Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Medical Anthropology	Thesis	N/A
Music – Music Education	Thesis, Non-Thesis	N/A
Music – Music Technology	Thesis	N/A
Music – Musicology	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Music – Theory	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Philosophy	Thesis	Bioethics
Political Science	Thesis, Non-Thesis	Development Studies, European Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies, Social Statistics (Non-Thesis)
Psychology	Thesis	N/A
Religious Studies	Thesis, Non-Thesis	Bioethics, Gender and Women's Studies (Thesis)
Russian	Thesis	N/A
Second Language Education	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
School/Applied Child Psychology	Non-Thesis	N/A
Sociology	Thesis, Non-Thesis	Development Studies, Gender and Women's Studies, Medical Sociology (Thesis) Development Studies, Gender and Women's Studies, Medical Sociology, Population Dynamics (Non-Thesis)
Teaching and Learning	Non-Thesis	English or French Second Language, English Language Arts, Mathematics, Science and Technology, Social Sciences

Master of Business Administration Degrees (M.B.A.)

M.B.A.	Non-Thesis	General Management
M.B.A./Japan	Non-Thesis	Finance, General Management, Global Strategy and Leadership, Marketing, Technology and Innovation
E.M.B.A.	Non-Thesis	N/A

Master of Education (M.Ed.)

Educational Psychology	Non-Thesis	Family Life Education, General Educational Psychology, General Educational Psychology: Project, Inclusive Education, Inclusive Education: Project, Learning Sciences
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Master of Engineering (M.Eng.)

Aerospace Engineering	Non-Thesis	N/A
Biological and Biomedical Engineering	Thesis	N/A
Chemical Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Civil Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Electrical Engineering	Non-Thesis	N/A
Materials Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Mechanical Engineering	Non-Thesis	N/A
Mining Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)

Master of Information Studies (M.I.St.)

The School of Information Studies offers a postgraduate professional program in librarianship. Two years of full-time study or the equivalent are required.

Information Studies	Non-Thesis	Project
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Master of Laws (LL.M.)

Law	Thesis, Non-Thesis	Bioethics (Thesis) Air and Space Law, Comparative Law, Environment (Thesis and Non-Thesis)
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Master of Management (M.M.)

Analytics	Non-Thesis	N/A
Finance	Non-Thesis	N/A
Manufacturing Management	Non-Thesis	N/A
IMHL	Non-Thesis	N/A
IMPM	Non-Thesis	N/A

Master of Music (M.Mus.)

Music – Composition	Thesis	N/A
Performance	Thesis	Jazz Performance, Early Music, Orchestral Instruments and Guitar, Collaborative Piano, Piano, Opera and Voice, Organ and Church Music, Conducting
Sound Recording	Non-Thesis	N/A

Master of Public Policy (M.P.P.)

Public Policy	Non-Thesis	N/A
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Master of Sacred Theology (S.T.M.)

A program leading to the degree of *Sanctae Theologiae Magister* (S.T.M.) is given in the School of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

Religious Studies	Non-Thesis	N/A
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Master of Science (M.Sc.)

Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biological and Biomedical Engineering	Thesis	N/A
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis)

Master of Science (M.Sc.)

		Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A
Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics
Dental Sciences	Thesis, Non-Thesis	N/A
Earth and Planetary Sciences	Thesis	Environment
Electrical Engineering	Thesis	N/A
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Environmental & Occupational Health (Non-Thesis), Pharmacoepidemiology (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis, Non-Thesis	Global Surgery, Surgical Education, Surgical Innovation (Thesis)
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Materials Engineering	Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Mechanical Engineering	Thesis	N/A
Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	N/A
Microbiology and Immunology	Thesis	N/A
Mining Engineering	Thesis	N/A
Neuroscience	Thesis	N/A
Otolaryngology	Thesis	N/A
Parasitology	Thesis	N/A
Pathology	Thesis	N/A
Pharmacology	Thesis	Environmental Health Sciences
Physics	Thesis	N/A
Physiology	Thesis	Bioinformatics, Chemical Biology
Plant Science	Thesis	Bioinformatics, Environment, Neotropical Environment
Psychiatry	Thesis	N/A
Psychology	Thesis	N/A
Public Health	Non-Thesis	N/A
Rehabilitation Sciences	Thesis, Non-Thesis	N/A

Master of Science (M.Sc.)

Renewable Resources	Thesis, Non-Thesis	Environment, Neotropical Environment (Thesis) Environmental Assessment (Non-Thesis)
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Master of Science, Applied (M.Sc.A.)

This degree was designed to provide postgraduate training of a professional and vocational character, with less emphasis on theoretical knowledge and research than in Master of Science programs, but with no lower standards either for admission or completion of requirements. Two years of full-time study or equivalent are normally required with an emphasis on coursework.

Animal Science	Non-Thesis	Sustainable Agriculture
Bioresource Engineering	Non-Thesis	Environment, Environmental Engineering, Integrated Food and Bioprocessing
Biotechnology	Non-Thesis	N/A
Communication Sciences and Disorders	Non-Thesis	Speech-Language Pathology
Human Nutrition	Non-Thesis, Non-Thesis (Project), Non-Thesis (Practicum)	Dietetics Credentialing
Nursing	Non-Thesis	Advanced Nursing - Advanced Practice Nursing; Advanced Nursing - Global Health; Advanced Nursing - Nursing Services Administration Nursing - Direct Entry to Advanced Practice Nursing; Nursing - Global Health Nurse Practitioner; Adult Care Nurse Practitioner; Mental Health Nurse Practitioner; Neonatal Nurse Practitioner; Pediatrics Nurse Practitioner; Primary Care Nurse Practitioner
Occupational Health	Non-Thesis (Resident), Non-Thesis (Distance)	N/A
Occupational Therapy	Non-Thesis	N/A
Physical Therapy	Non-Thesis	N/A
Plant Science	Non-Thesis (program under review)	N/A
Social Work	Non-Thesis	Couple and Family Therapy

Master of Social Work (M.S.W.)

The M.S.W. degree represents a second level of professional study in which students build competence in a chosen field of practice.

Social Work	Thesis, Non-Thesis	Gender and Women's Studies (Thesis) International Partner Program, Gender and Women's Studies (Non-Thesis)
Joint Master of Social Work with B.C.L. and J.D.	Non-Thesis	N/A

Master of Urban Planning

The program requires a minimum of two years residency and a three-month internship with a member of a recognized planning association.

Urban Planning	Non-Thesis	Transportation Planning, Urban Development and Urban Design
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Ad Hoc Master of Arts (M.A. (Ad Hoc))

Digital Humanities	Thesis	N/A
East Asian Studies	Thesis	N/A

3.3 Doctoral Degrees Available at McGill

The following section lists the doctoral degrees available at McGill, along with their prerequisites. See [section 3.3.1: Doctoral Degree Programs and Specializations](#) for specific programs and options for doctoral degrees.

Degree		Prerequisites
Doctor of Civil Law	D.C.L.	B.C.L. or LL.B. and usually LL.M. See : Law .
Doctor of Music	D.Mus.	M.A. in Composition (D.Mus. in Composition) or a master's degree in Performance, and professional and teaching experience (D.Mus. in Performance). See : Schulich School of Music .
Doctor of Philosophy	Ph.D.	An undergraduate degree relevant to the subject chosen for graduate work. Some departments require all Ph.D. candidates to hold a master's degree in the same subject. Departments may recommend that candidates of undoubted promise should be allowed to proceed directly to the Ph.D. degree without being required to submit a master's thesis.
Joint Doctor of Philosophy	Ph.D.	Joint Ph.D.s are offered in co-operation with other universities.
<i>Ad Hoc</i> Doctor of Philosophy	Ph.D. (<i>Ad Hoc</i>)	Some departments offer the possibility of directly entering a Ph.D. program on an <i>ad hoc</i> basis, or, with the permission of the supervisor and the approval of the Graduate Program Director, exceptional students may transfer from the master's program to the <i>ad hoc</i> Ph.D. program.

3.3.1 Doctoral Degree Programs and Specializations

Program	Options	Offered by Faculty/School
Doctor of Civil Law (D.C.L.)		
Doctoral programs are offered in Air and Space Law and Law (Comparative Law). Both are predominantly research degrees awarded on the basis of a thesis that represents an original contribution to the development of legal science.		
Law	Air and Space Law, Comparative Law	Faculty of Law
Doctor of Music (D.Mus.)		
The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimensions together with a written analysis of the work. The composition is presented by the candidate in concert. The regulations set forth for the Ph.D. generally apply also to the D.Mus.		
The Doctor of Music degree is also offered in Performance. It is offered to professional musicians who wish to teach at the university level and to develop a specialization in a particular repertoire, approach, or discipline (musicology, music theory, music education and pedagogy, or music technology).		
Music	Composition, Performance Studies	Schulich School of Music
Doctor of Philosophy (Ph.D.)		
Animal Science	Bioinformatics	Faculty of Agricultural and Environmental Sciences
Anthropology	Neotropical Environment	Faculty of Arts
Architecture	N/A	Faculty of Engineering
Art History	Gender and Women's Studies	Faculty of Arts
Atmospheric and Oceanic Sciences	N/A	Faculty of Science
Biochemistry	Bioinformatics, Chemical Biology	Faculty of Medicine and Health Sciences
Biology	Bioinformatics, Environment, Neotropical Environment	Faculty of Science
Biological and Biomedical Engineering	N/A	Interfaculty Studies
Bioresource Engineering	Environment	Faculty of Agricultural and Environmental Sciences
Biostatistics	N/A	Faculty of Medicine and Health Sciences
Cell Biology	N/A	Faculty of Medicine and Health Sciences
Chemical Engineering	N/A	Faculty of Engineering
Chemistry	N/A	Faculty of Science
Civil Engineering	N/A	Faculty of Engineering
Communication Sciences and Disorders	Language Acquisition	Faculty of Medicine and Health Sciences

Doctor of Philosophy (Ph.D.)

Communication Studies	Gender and Women's Studies	Faculty of Arts
Computer Science	Bioinformatics	Faculty of Science
Counselling Psychology	N/A	Faculty of Education
Earth and Planetary Sciences	Environment	Faculty of Science
Economics	N/A	Faculty of Arts
Educational Psychology	Human Development, Learning Sciences	Faculty of Education
Educational Studies	Gender and Women's Studies, Language Acquisition, Mathematics and Science Education	Faculty of Education
Electrical Engineering	N/A	Faculty of Engineering
English	N/A	Faculty of Arts
Entomology	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Epidemiology	Global Health, Pharmacoepidemiology, Population Dynamics	Faculty of Medicine and Health Sciences
Experimental Medicine	Environment	Faculty of Medicine and Health Sciences
Experimental Surgery	N/A	Faculty of Medicine and Health Sciences
Family Medicine	N/A	Faculty of Medicine and Health Sciences
Food Science and Agricultural Chemistry	N/A	Faculty of Agricultural and Environmental Sciences
French Language and Literature	Gender and Women's Studies	Faculty of Arts
Geography	Environment, Gender and Women's Studies, Neotropical Environment	Faculty of Arts, Faculty of Science
German	N/A	Faculty of Arts
Hispanic Studies	N/A	Faculty of Arts
History	N/A	Faculty of Arts
Human Genetics	Bioinformatics	Faculty of Medicine and Health Sciences
Human Nutrition	N/A	Faculty of Agricultural and Environmental Sciences
Information Studies	N/A	Faculty of Arts
Islamic Studies	Gender and Women's Studies	Faculty of Arts
Kinesiology	N/A	Faculty of Education
Linguistics	Language Acquisition	Faculty of Arts
Management	Environment	Desautels Faculty of Management
Materials Engineering	N/A	Faculty of Engineering
Mathematics and Statistics	N/A	Faculty of Science
Mechanical Engineering	N/A	Faculty of Engineering
Microbiology	Bioinformatics	Faculty of Agricultural and Environmental Sciences
Microbiology and Immunology	N/A	Faculty of Medicine and Health Sciences
Mining Engineering	N/A	Faculty of Engineering
Music	Composition, Music Education, Musicology, Music Technology, Sound Recording, Theory, Gender and Women's Studies	Schulich School of Music
Neuroscience	N/A	Interfaculty Studies
Nursing	N/A	Ingram School of Nursing
Occupational Health	N/A	Faculty of Medicine and Health Sciences
Parasitology	Bioinformatics	Faculty of Agricultural and Environmental Sciences

Doctor of Philosophy (Ph.D.)

Pathology	N/A	Faculty of Medicine and Health Sciences
Pharmacology	N/A	Faculty of Medicine and Health Sciences
Philosophy	Environment, Gender and Women's Studies	Faculty of Arts
Physics	N/A	Faculty of Science
Physiology	Bioinformatics, Chemical Biology	Faculty of Medicine and Health Sciences
Plant Science	Bioinformatics, Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Political Science	Gender and Women's Studies	Faculty of Arts
Psychology	Behavioural Neuroscience, Language Acquisition, Psychosocial Oncology	Faculty of Arts, Faculty of Science
Quantitative Life Sciences	N/A	Interfaculty Studies
Rehabilitation Science	N/A	School of Physical and Occupational Therapy
Religious Studies	Gender and Women's Studies	Faculty of Religious Studies
Renewable Resources	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Russian	N/A	Faculty of Arts
School/Applied Child Psychology	N/A	Faculty of Education
Social Work	N/A	Faculty of Arts
Sociology	Gender and Women's Studies, Population Dynamics	Faculty of Arts

Joint Doctor of Philosophy (Ph.D.)

Nursing	N/A	McGill / Université de Montréal
Management	N/A	McGill / Concordia / H.E.C. / UQAM
Social Work	N/A	McGill / Université de Montréal

Ad Hoc Doctor of Philosophy (Ph.D. (Ad Hoc))

East Asian Studies	N/A	Faculty of Arts
Italian Studies	N/A	Faculty of Arts
Jewish Studies	N/A	Faculty of Arts

3.4 Postdoctoral Research

See : [Postdoctoral Research](#) for information about postdoctoral research at McGill University.

3.5 Graduate Diplomas and Graduate Certificates

The graduate diplomas and graduate certificates listed below are programs of study under the academic supervision of Graduate and Postdoctoral Studies. The prerequisite for a diploma or certificate is an undergraduate degree in the same discipline.

The graduate diploma programs consist of at least two terms of full-time study or the equivalent.

Graduate Diplomas

Clinical Research	Neonatal Nurse Practitioner
Medical Radiation Physics	Pediatric Nurse Practitioner
Mental Health Nurse Practitioner	Primary Care Nurse Practitioner
Mining Engineering	Registered Dietitian Credentialing (R.D.)
Music Artist	School/Applied Child Psychology (Post-Ph.D.)

Graduate Diplomas

Music Performance

Surgical Innovation

Graduate Certificates

Air and Space Law

Library and Information Studies

Bioinformatics

Neonatal Nurse Practitioner

Biotechnology

Pédagogie de l'immersion française

Chronic Pain Management

Performance Choral Conducting

Comparative Law

Post-M.B.A.

Digital Archives Management

Post-M.B.A. Japan

Driving Rehabilitation

Professional Accounting

Educational Leadership 1

Regenerative Medicine

Educational Leadership 2

Surgical Innovation

Educational Leadership 3

Teaching English as a Second Language

Foundations of Health Science Education

Theory in Mental Health

Information Architecture and Design

Theory in Pediatrics

Information and Knowledge Management

Theory in Primary Care

International Leadership in Educational and Administrative Development

Translational Biomedical Engineering

All graduate regulations apply to graduate diploma and graduate certificate candidates.



Note: The School of Continuing Studies also offers graduate diplomas and graduate certificates that are not under the academic supervision of Graduate and Postdoctoral Studies. To see a list of programs offered, refer to [Graduate Credit Programs in the School of Continuing Studies](#).

4 Graduate Admissions and Application Procedures

Website: mcgill.ca/gradapplicants

Contact: mcgill.ca/gradapplicants/contact-us



Deadline: Admission to McGill, to study at the graduate level, is competitive; accordingly, late applications are considered only if time and space permit. Meeting minimum admission standards does not guarantee admission. Admission decisions are not normally subject to appeal or reconsideration and therefore are not subject to change. To be considered for entrance fellowships, where available, applicants must verify deadlines with individual academic units.

4.1 Application for Admission

Application information is available at mcgill.ca/gradapplicants/how-apply. A **non-refundable** fee paid by credit card in Canadian funds **must** accompany the application. Applications are submitted online. The fee covers up to two program choices per term. Candidates for Special, Visiting, and Qualifying status must also apply online and pay the application fee. Please note that application fees and other charges are listed on the [Student Accounts website](#).

Letters of reference. Applicants (with some exceptions) are required to provide the names and email addresses of two instructors familiar with their academic work and who are willing to provide letters of reference in support of the application. In some cases, where applicable employers may act as referees. McGill will request the reference letters on behalf of the applicant.

Transcripts. Applicants must themselves upload an unofficial copy of their complete academic record from each university-level institution attended to date. **Transcripts written in a language other than English or French must be accompanied by a translation prepared by a licensed translator or by their institution.** An explanation of the grading system used by the applicant's university is essential. Admitted applicants will be required to send, or ask the appropriate university authorities to send, an official or certified copy of their complete, final academic record from each university-level institution attended to date. McGill graduates are not required to submit McGill transcripts. See mcgill.ca/gradapplicants/how-apply/submit-your-application/submit for instructions on uploading or mailing official documents to McGill. Please note that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to, transcripts, diplomas, letters of reference, and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

Applications and uploaded supporting documents must be submitted according to individual academic unit specifications and deadlines; see mcgill.ca/gradapplicants/programs. Many programs have rolling admissions, evaluating applications as they are submitted and making early admissions offers. International students are advised to apply well in advance of the application deadlines as immigration procedures may be lengthy.

The admission decision is based on the recommendation of the graduate academic unit. Depending on the academic level and strength of the application, and any special circumstances, the application may be verified by the Graduate Admissions Unit in Enrolment Services and/or reviewed by the Graduate Admissions Committee. All offers of admission are approved by Graduate and Postdoctoral Studies (GPS) and bear the signature of the Dean of GPS.

4.2 Admission Requirements (Minimum Requirements to be Considered for Admission)



Note: The following admission requirements denote the minimum standard for applicants. Some graduate academic units may require additional qualifications or a higher minimum CGPA; applicants are strongly urged to consult the academic unit concerned regarding specific requirements.

Applicants should be graduates of institutions with recognized accreditation and hold degrees from such institutions.

The applicant must present evidence of academic achievement: a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0 or a CGPA of 3.2 out of 4.0 for the last two years of full-time study. High grades are expected in courses considered by the academic unit to be preparatory to the graduate program. Some academic units impose additional or higher requirements.

See mcgill.ca/gradapplicants/how-apply/application-steps/equivalency for information on grade equivalencies and degree requirements from countries around the world. These equivalencies and requirements are provided for information only and are subject to change without notice.

4.3 Admission into a Doctoral Program with a Bachelor's Degree (Admission as PhD 1)

Admission to graduate programs at McGill is holistic, meaning that many factors are taken into consideration in the admission decision, including academic credentials and grades. The minimum requirements are listed at mcgill.ca/gradapplicants/how-apply.

Candidates with a Master's degree are generally admitted to the PhD2 level.

Candidates with a Bachelor's degree can be admitted to PhD1.

The following criteria must be met when seeking admission at the PhD1 level:

- Outstanding undergraduate students who have extensive research experience may be considered for PhD1.
- Extensive research experience (such as multiple summer research projects and/or an Honours project) that is relevant to the chosen field of study is required; the student must demonstrate potential to conduct a long-term research project.
- The application must include a recommendation letter from a supervisor attesting to the research background of student, including evidence of discussion of long-term interests of the student.
- Minimum cumulative grade point average (cGPA) required for PhD1 admission is 3.7 out of 4.0 (equivalent to A-, representing academic excellence across the board).
- The Departmental Admissions Committee examines the entire file of the student on a case-by-case basis to decide whether admission to PhD1 should be offered. This recommendation must be approved by the Graduate Program Director (GPD).

4.4 Application Procedures

Application Checklist

All application documents and required supplemental materials must be uploaded directly to the online application system. See mcgill.ca/gradapplicants/how-apply/submit-your-application for information and instructions.

1. **Online Application for Admission:** mcgill.ca/gradapplicants/apply-now.
2. **Application fee:** non-refundable Canadian funds payable by credit card cover up to two program choices per term. Some programs may charge additional fees. If applicable, these will be automatically charged when you submit the application form. Please note that application fees and other charges are listed on the [Student Accounts website](#).
3. **Transcripts:** a complete record of study from each university-level institution attended to date. Uploaded copies are considered unofficial; final, official copies will be required of admitted applicants.
4. **Reference letters:** on the application form you must provide the names and email addresses of at least two professors who are familiar with your academic work. McGill will contact these referees by email, and invite them to upload references on your behalf. N.B. some academic units require more than two referees.
5. **TOEFL, IELTS, GRE, GMAT, CASPer or other test results:** when registering for the test, please ensure that you request that results be sent directly to McGill University. McGill will then receive the results electronically, directly from the testing agency.

For detailed information regarding additional documents that may be required by certain academic units, please consult *Admission Requirements and Application Procedures* for each unit at mcgill.ca/gradapplicants/programs.

4.4.1 Document Checklist Terms

The following terms appear on the Document Checklist in the online application system and are items or documents that you may be required to upload as part of your application for admission. Please ensure that your use of certain terms conforms to the following definitions:

Audition: a trial performance where a performer demonstrates their suitability or skill.

Curriculum Vitae: an overview of the applicant's experience and other qualifications, including employment, academic credentials, publications, contributions, and significant achievements.

GMAT: Graduate Management Aptitude Test (see [section 4.5: Admission Tests](#) below)

GRE: Graduate Records Examination (see [section 4.5: Admission Tests](#) below)

Interview: a conversation between the applicant and a McGill representative, using a structured, standardized approach to allow for comparison and analysis of responses from all applicants interviewed; in person, via telephone, Skype, etc.

Personal Statement: an essay in which the applicant describes their reasons for applying to graduate studies and indicating qualifications, qualities, or circumstances the applicant feels to be significant; usually provides information about educational and professional goals and discusses the applicant's interest in the desired field of study.

Portfolio: a collection of the applicant's best work to date, selected by them, and intended to show their mastery of a given style or variety of styles; different samples of their artistic work.

Recording: an unedited recording (audio or video), either of the applicant performing at least two contrasting pieces (minimum 20 minutes), or a video statement (content as described by the academic unit).

Research Proposal: a detailed description of the proposed program of research, including proposed Thesis Supervisor(s); describes the research background, significance, methodology, and references; may include expected results; may include a detailed curriculum vitae.

TOEFL: Test of English as a Foreign Language (see [section 4.6: Competency in English](#) below).

Writing Sample: a recent sample of the applicant's written work, on any topic (not necessarily within the desired field of graduate study) and not necessarily previously submitted for evaluation or publication.

Written Work: a sample of the applicant's written work, drawn from essays, papers or other work previously submitted for academic evaluation or publication, and falling within the desired field of graduate study.

4.5 Admission Tests

Some academic units require the taking of various tests for admissions purposes. Consult the Program page for unit-specific requirements.

CASPer

The CASPer test is an individual online test that assesses for non-academic attributes or people skills. For further information, see takecasper.com/about-casper/.

Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, NJ 08540) consists of a relatively advanced test in the candidates' specialty, and a general test of their attainments in several basic fields of knowledge for which no special preparation is required or recommended. It is offered at many centres, including Montreal, several times a year; the entire examination takes about eight hours, and there is a registration fee. Refer to www.ets.org/gre for further information. Only some academic units require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to ensure that official test results are sent to McGill directly by the testing service.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly toward graduate study in the subject selected. In such cases, the academic unit has the right to insist on a report from the GRE or some similar test. High standing in this examination will not by itself guarantee admission.

Graduate Management Admissions Test (GMAT)

Applicants to graduate programs in Management must ensure that official results are released to McGill by the Graduate Management Admission Council (GMAC). The test is a standardized assessment offered by the GMAC to help business schools assess candidates for admission. For further information, see www.mba.com/exams/gmat.

4.6 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are **not** required to submit proof of proficiency in English:

1. Mother tongue (language first learned and still used on a daily basis) is English.

2. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America (anglophone or francophone).
3. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction.
4. Has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

Applicants who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. **TOEFL** (Test of English as a Foreign Language): minimum acceptable scores are: **iBT (Internet-based test)**: 86 overall, and no less than 20 in each of the four component scores.



Note: an institutional version of the TOEFL is not acceptable.

2. **IELTS** (International English Language Testing System): a band score of 6.5 or greater.
3. **McGill Certificate of Proficiency in English** or **McGill Certificate of Proficiency – English for Professional Communication**: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some academic units may set higher requirements.

Revised – March 2021

4.7 Application Dates and Deadlines

Application opening dates are set by Enrolment Services in consultation with Graduate and Postdoctoral Studies (GPS), while application deadlines are set by the academic unit and may be revised at any time. Applicants must verify all deadlines and documentation requirements well in advance on the appropriate McGill departmental website; please consult the list at mcgill.ca/gps/contact/graduate-program.

Information on application deadlines is available at mcgill.ca/gradapplicants/how-apply/application-steps/application-deadlines.

Admission to graduate studies is competitive; accordingly, late and/or incomplete applications are considered only as time and space permit.

4.8 Admission to a Qualifying Program

Some applicants whose degree and academic standing make them very good candidates for admission to graduate studies, but who are considered inadequately prepared in the subject selected, may be admitted to a Qualifying program for a master's. The undergraduate-level courses to be taken in a Qualifying program will be prescribed by the academic unit concerned.

Qualifying students are registered in graduate studies, **but not as candidates for a degree**. Only one Qualifying year (i.e., two full-time terms) is permitted.

In all cases, after the completion of a Qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the application deadlines. Successful completion of the work in the Qualifying program (B- in all courses) does not automatically entitle the student to proceed toward a degree. Qualifying year students must apply for admission to the program for which they seek qualification.

In cases where an academic unit recommends a change of registration from Qualifying program (Fall) to Master's Degree First Year (Winter), **students must apply to the degree program by the academic unit's Winter application deadline**. A Qualifying year applicant admitted to a Winter term as the first term of studies must apply for admission for a Fall term as their second term of studies.

Students who are ineligible for a Qualifying program may apply to the appropriate undergraduate faculty for admission as regular or Special Students, and seek admission to graduate studies at a later date. The normal admission requirements must be met and the usual procedures followed.

4.9 Admission as a Special Student

Candidates wishing to take one or two courses at the graduate level, but who do not wish to pursue a degree, can submit an application to be considered as a Special student. Special students must hold a recognized undergraduate degree, and must meet the admission requirements to the program for which they are being considered.

Special students must register for at least one 600-level course, or higher, but can simultaneously register for undergraduate courses, normally with permission from the department. Special students cannot register for more than two terms, and can complete a maximum of six credits per semester, up to a maximum of twelve credits in one year. Under no circumstances are Special students eligible to obtain a degree.

4.9.1 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but **in a different subject**. The normal admission requirements must be met and all the usual procedures followed.

4.10 Admission to Two Degree Programs

Students may, with special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services, be admitted to two degree programs or to two academic units or faculties. Students are **never** permitted to pursue two **full-time** degree programs concurrently.

4.11 Admission of Former Students

Students who have reached time limitation or officially withdrawn from the university should refer to [section 2.11: Admission of Former Students](#) for further information.

4.12 Deferral of Admission

Under exceptional circumstances, an admission for a particular semester can be considered for a deferral. Normally, the deferral period granted will not exceed one academic year (two terms). This can be considered only if the student has not registered. If the student has already registered, no deferral can be granted. The student must withdraw from the University and apply for admission to a later term.

Requests for deferral of admission are submitted via the online application system. Any inquiries should be addressed directly to the academic unit.

5 Fellowships, Awards, and Assistantships

Graduate and Postdoctoral Studies
Graduate Funding
James Administration Building, Room 400
845 Sherbrooke Street West
Montreal QC H3A 0G4
Email: graduatefunding.gps@mcgill.ca
Website: mcgill.ca/gps/funding

Graduate and Postdoctoral Studies is responsible for the awarding and processing of many fellowships in support of McGill's graduate students and postdoctoral fellows. Further information on these and other sources of funding can be found on the [Graduate Funding website](#).

Funding packages for graduate students can include different sources of funding, such as internal fellowships/awards and stipends from professors' research grants. Most internal fellowships/awards are awarded on the basis of the application for admission, upon nomination by academic units. Stipends from professors' research grants are handled by individual academic units at McGill. Please contact the proposed academic units directly for further information. Internal Fellowships that are awarded by competition (Tomlinson Doctoral Fellowships, Stavros Niarchos, etc.) can be found on the [Graduate Funding website](#).

Graduate Funding also provides support and runs certain competitions for funding from external agencies. Refer to the [Graduate Funding website](#) for more information.

Research assistantships and teaching assistantships are considered employment and are also handled by individual academic units at McGill. All assistantship inquiries should be directed to units.

Graduate and Postdoctoral Studies holds funding agreements with some international agencies to fund graduate degrees at McGill for eligible international students. These sponsorships opportunities can be found on the Graduate Funding website: mcgill.ca/gps/funding/international. A small number of citizens from countries whose governments have entered into agreements on tuition fees with Quebec may be exempted from the supplemental tuition fees normally required of international students. Availability varies for such exemptions from year to year; refer to www.quebec.ca/en/education/study-quebec/financial-assistance-international-students/exemptions-tuition-fees-under-international-agreements, and contact your local government to find out if an agreement with Quebec is in effect. The list of organizations in charge of applications can be accessed from this website.

For detailed information regarding the rules and regulations of graduate awards and fellowships administered by Graduate and Postdoctoral Studies (e.g., Tomlinson Doctoral Fellowships and Graduate Excellence Fellowships), please refer to the [General Award Holder's Guide](#).

6 Research Policy and Guidelines

Students and postdoctoral fellows must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Research Policy and Guidelines* section of this publication contains important details and should be periodically consulted, along with other sections and related publications.

6.1 Regulation on the Conduct of Research

Please refer to the Regulation on the Conduct of Research available at mcgill.ca/secretariat/policies-and-regulations.

6.2 Regulations Concerning the Investigation of Research Misconduct

Please refer to the Regulations Concerning the Investigation of Research Misconduct available on the Research Integrity Office's [Policies](#) page.

6.3 Requirements for Research Involving Human Subjects

Please refer to the [Ethics and Compliance website](#) for information on policies and procedures for conducting research involving human participants: mcgill.ca/research/research/compliance/human.

6.4 Guidelines for Research with Animal Subjects

Please refer to the Policy on the Study and Care of Animals available at mcgill.ca/secretariat/policies-and-regulations. For more information, consult Research and Innovation's [Animal Research](#) page.

6.5 Policy on Intellectual Property

Please consult the policies on [Inventions and Software](#) or [Copyright](#) as found on the [Research Integrity Office's page](#).

6.6 Regulations Governing Conflicts of Interest

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

Also consult mcgill.ca/gps/students/policies-and-guidelines/guidelines-disclosing-conflict-interest regarding Guidelines for disclosing a Conflict of Interest when graduate students or postdoctoral trainees are involved.

6.7 Safety in Field Work

Please refer to the policies on safety in field work available at mcgill.ca/ehs/policies-and-safety-committees/policies/field-work-safety.

6.8 Office of Sponsored Research

Please refer to the [Office of Sponsored Research](#).

6.9 Postdoctoral Fellows

Please see mcgill.ca/gps/postdocs.

7 Student Services and Information

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

7.1 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/student-services/.

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

7.1.1 Location

3415 McTavish Street (at Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

Opening hours: please refer to mcgill.ca/servicepoint

Email: please refer to mcgill.ca/servicepoint/contact

7.2 Student Rights and Responsibilities

Student Rights and Responsibilities is produced jointly by the Office of the Dean of Students and the 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.

7.2.1 Support for Students: Office of the Dean of Students

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

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

For information, contact (Dean/Associate Dean):

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

7.2.2 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/studentervices

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.

7.3 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/studentervices

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 7.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 7.3.2: Career Planning Service \(CaPS\)](#)
- [section 7.3.3: First Peoples' House](#)
- [section 7.3.4: International Student Services \(ISS\)](#)
- [section 7.3.5: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 7.3.6: Office for Sexual Violence Response, Support, and Education](#)
- [section 7.3.7: Student Accessibility & Achievement](#)
- [section 7.3.8: Office of Sustainability](#)
- [section 7.3.9: Scholarships and Student Aid Office](#)
- [section 7.3.10: Student Wellness Hub](#)

7.3.1 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

Incoming first-year students:

Email: firstyear@mcgill.ca
Website: mcgill.ca/getready

7.3.2 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

7.3.3 First Peoples' House

McGill's First Peoples' House provides a sense of community and a voice to Indigenous students who have left their home communities in order to pursue higher education. Services and supports address academic, cultural and community needs. All Indigenous students including Métis, the Inuit, & First Nations (both "status" & "non-status"), Maori and Aborigines are welcome.

A McGill ID card is not required for access to services.

First Peoples' House at McGill
3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: mcgill.ca/fph

7.3.4 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
myISS Request for Information Form can be submitted at mcgill.ca/internationalstudents/myiss
International Health Insurance email: international.health@mcgill.ca
Website: mcgill.ca/internationalstudents

7.3.5 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
Email: morsl@mcgill.ca
Website: mcgill.ca/morsl

7.3.6 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

7.3.7 Student Accessibility & Achievement

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. West 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: access.achieve@mcgill.ca
Website: mcgill.ca/access-achieve/contact-us

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

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

7.3.8 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

7.3.9 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

7.3.10 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

7.4 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 7.4.1: Career Planning Service \(CaPS\)](#)
- [section 7.4.2: International Student Services \(ISS\)](#)
- [section 7.4.3: Student Accessibility & Achievement](#)
- [section 7.4.4: Student Wellness Hub](#)
- [section 7.4.5: Scholarships and Student Aid](#)
- [section 7.4.6: Other Services](#)

7.4.1 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

7.4.2 International Student Services (ISS)

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

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

7.4.3 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services and programs, 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/access-achieve/

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410
Telephone: 514-398-6009
Email: access.achieve@mcgill.ca

7.4.4 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources 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. In addition, information, support, and programming are available through the Student Wellness Hub's 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/

7.4.5 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

7.4.6 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
Website: mcgill.ca/sustainability

7.5 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

7.5.1 Graduate Housing – Downtown

Student Housing and Dining Service Centre

University Hall

3473 University Street

Montreal QC H3A 2A8

Telephone: 514-398-6368

Email: housing inquiries: housing.residences@mcgill.ca; meal plan and food services inquiries: food.fds@mcgill.ca

Website: mcgill.ca/shhs

Starting in Fall 2024, **Solin Hall** will be the new centralized hub for graduate students. Solin Hall features apartment-style housing with a kitchen, living room, dining room, and bathroom. The building has a gym, TV lounge, study room, and a games room (pool table, piano, and arcade games).

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are available. Out of 160 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered. To apply, indicate “Yes” in the housing request area of your McGill application and check Minerva for updates in your housing status. For more information, consult the Student Housing and Dining Service Centre's [website](#).

The lease term for Solin Hall runs from August 1 to June 30, and for Shared Housing from August 15 to June 30.

7.5.1.1 Single-Occupancy Apartments

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

Each apartment has its own bathroom and kitchen with refrigerator, stove, dining table, and chairs. Other furnishings include: a single-sized bed and mattress, desk and study chair, dresser, bookshelf, night table, and vertical blinds (furnishings may vary depending on room size). Rent includes utilities such as electricity, hot water, heating, and Internet.

7.5.1.2 Shared-Facilities Housing

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

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

7.5.2 University Residences – Macdonald Campus

Residence Admissions Office

Laird Hall / EcoResidence

P.O. Box 188

Macdonald Campus of McGill University

21 111 Lakeshore, Room 107

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 all incoming 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. EcoResidence is for upper-year and graduate students only for 2024-2025 academic year.

7.5.2.1 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 the time of publishing, all fees for the new academic year were not available. We recommend consulting the fee sheet which will be available on the Macdonald residence website at mcgill.ca/students/housing/fees-applying/mac-fees for the most up-to-date pricing.

There is no meal plan offered on the Macdonald Campus. Students may, however, load their oneCard 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.

7.5.2.1.1 Laird Hall

Laird Hall is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students.

[View the Laird Hall annual fees.](#)

7.5.2.1.2 EcoResidence

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

[View the EcoResidence annual fees.](#)

7.5.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 15, 2024 to May 4, 2025**. 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.

7.5.2.3 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.

7.5.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus's Security Services office, Laird Hall, room 101. You can also download the [Macdonald application form](#) and email it to macdonald.security@mcgill.ca ahead of time. Please note that parking permits are only available to Macdonald Campus staff and students due to the limited parking space. A confirmation email will be sent once a request is processed. Payment must only be made in person. Permits are sold on a first come, first served basis.

Users have the option of purchasing an annual or a half-year parking permit at the following rates:

- Annual permit costs \$204 and is valid from September 1, 2024 to August 31, 2025.
- Half-year permit costs \$122 and is valid from January 1, 2024 to June 30, 2024, or from July 1, 2024 to December 31, 2024. Both types of half-year permits include the summer period of June 1 to August 31.
- Daily parking users may pay for parking by the day or half day by purchasing tickets at the Horticulture Lot machine. The rates are \$8 for the day and \$4 for the half day. The vehicle must remain parked at the Horticulture Lot.

For more information, see mcgill.ca/transport/parking/mac.

7.6 Athletics & Recreation

7.6.1 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

7.6.2 Macdonald Campus Athletics & Recreation

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

- gym
- fitness centre
- smart studios
- arena
- multi-courts
- playing fields
- outdoor Trekfit gym
- outdoor volleyball court
- large expanses of green space
- Paddle Mac

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

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

Stewart Athletic Complex
Telephone: 514-398-7789
Website: macdonaldcampusathletics.ca
Facebook: www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts

7.7 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 Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson
3610 McTavish Street, Room 14 (main floor)
Telephone: 514-398-7059
Email: ombudsperson@mcgill.ca
Website: mcgill.ca/ombudsperson

7.8 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](#) 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).

7.8.1 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](#); please consult the [Student Services website](#) for services and activities on the Macdonald Campus.



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.

7.9 Bookstore

7.9.1 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

7.9.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Macdonald 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.

Macdonald Campus Bookstore

Macdonald Campus Centennial Centre

21111 Lakeshore Road, Sainte-Anne-de-Bellevue

Website: lejames.ca/category/macdonald-campus

7.9.3 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

7.10 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

8 Fees

The information in this publication was updated in January 2024. The University reserves the right to make changes without notice in the published scale of fees.

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

For information on financial support, see [Scholarships and Student Aid](#).



Note for Graduate and Postdoctoral Studies: For information on financial support, see mcgill.ca/gps/funding.

8.1 Access to Fee Information

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

8.2 Billings and Due Dates

Confirmation of Acceptance Deposit

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

Invoicing of Fees

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

Failure to check 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.

Term	Payment Due Date
Fall term	
All new and returning students	August 30, 2024
Winter Term	
All new and returning students	January 6, 2025

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

8.2.1 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, which includes the balance due on the account.

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.

8.2.2 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.

8.3 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.

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Quebec while studying, will be subject to deregulated tuition rates.

8.3.1 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.

8.3.2 International Exemption Fees

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

8.3.3 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.

8.3.4 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.

8.4 Documentation

For more information on documentation, see [University Regulations & Resources](#) > Graduate > Regulations > [section 1.12.1: Why Does McGill Collect Legal Documents from You?](#).

8.5 Compulsory Fees

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

8.5.1 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 7.3: Student Services – Downtown Campus](#) and [section 7.4: Student Services – Macdonald Campus](#) for details on these services.

8.5.2 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.

8.5.3 Student Society Fees

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

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

Students without valid Canadian Medicare, please see McGill's [International Health Insurance](#) and/or Student Accounts' [Insurance](#) page.

8.6 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.

8.7 Other Fees

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

8.8 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 1.5: 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 to cover administrative costs of registration.

Newly admitted students: If you've dropped all your courses and got a full refund:

- If you haven't paid an admission deposit, you will be charged a **Registration Cancellation Fee** of \$200.
- If you did pay an admission deposit when accepting your admission offer on Minerva, you will be charged a **forfeiture fee** equal to that deposit amount.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See [section 1.5: 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.

8.8.1 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 [Summer Registration](#) for information about a potential fee refund.

8.8.1.1 Fall Term – up to and including September 17

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

New students – 100%* refund (less registration cancellation fee or \$200).

8.8.1.2 Fall Term – after September 17

No refund.

8.8.1.3 Winter Term – up to and including January 21

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

New students – 100%* refund (less registration cancellation fee or \$200).

8.8.1.4 Winter Term – after January 21

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 [Contact Information for Faculty and 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).

8.8.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may 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.

8.9 Other Policies Related to Fees

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

8.9.1 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. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

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 it is set for the following academic year. See 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.

8.9.1.1 Information for Registered Students

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

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

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

8.9.1.2 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.

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

In accordance with the fee policies stated in [section 8.9.1: Overdue Accounts](#) and [section 8.9.1.1: 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 \(mcgill.ca/student-accounts/forms\)](#) 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.

8.9.2 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](#).

8.9.3 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.

8.9.4 Fees for Students in Two Programs

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

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

8.9.5 Students Taking Courses Extra to Their Program

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

Please refer to the “Extra Courses” policy found at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information](#).

8.9.6 Senior Citizens

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

8.9.7 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 1.2.13: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

8.10 Sponsorships/Funding/Fee Deferrals

8.10.1 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning

of the term in which the contract takes effect. For more information and the required forms, see mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

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

8.10.2 Students Receiving McGill Funding

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

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 fellowships/awards are refundable only after the official course "course withdrawal with full refund" deadline for each term.

8.10.3 External Scholarships

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

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

8.10.4 Tuition and Fees – Payment Deferral

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

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

The *Minerva* application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account.



Note: 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.

8.11 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.

8.12 Yearly Fees and Charges

In thesis programs, students are charged tuition based on 15 credits per term if they are registered full-time. In non-thesis programs, students are charged tuition on a per-credit basis.

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

Students who have completed the residency requirements for their program but have not yet completed the program requirements are required to be registered in a supplementary term until graduation. Where a student is in a thesis program, this is called “Additional Session” and fees will be charged each term that they are registered, including the Summer. Students required to register in a Thesis Evaluation term upon initial submission of the thesis will be charged only society and administrative fees in each term that they must be registered. Where a student is in a non-thesis program, this is called “Non-Thesis Extension” and fees will be charged in each term that they are registered. Please refer to *Program Requirements* > [section 1.7.1: Master's Degrees](#) and [section 1.7.2: Doctoral Degrees](#), found in the *Graduate* section of each faculty and school.

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

Non-unionized postdoctoral candidates are charged fees for membership to the [Post-Graduate Students' Society](#) (PGSS) and Student Services fees in both the Fall and Winter terms, as well as the PGSS Health and Dental Insurance plan.



Note: Please consult the [Student Accounts website](#) for the current fees payable by graduate-level students.

9 Information Technology (IT) Services

- [section 9.1: IT Support](#)
- [section 9.2: Communication and Collaboration](#)
- [section 9.3: Online Course Materials and Lecture Recordings](#)
- [section 9.4: Minerva](#)
- [section 9.5: 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 Students](#) for details.

9.1 IT Support

McGill's [IT Support site](#) 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, chat with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

9.2 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 1.14.5: 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 365 apps \(previously ProPlus apps\)](#) 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.

9.3 Online Course Materials and Lecture Recordings

Sign in to [myCourses](#) for your online assignments, reading materials, and 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.

9.4 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's IT Portal](#).

9.5 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 two-factor authentication (2FA);
- Learning securely; and
- Staying vigilant against cyber threats such as phishing.

Visit mcgill.ca/cybersafe for tools and resources to secure your student journey at McGill.

10 Resources for Study and Research

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

10.1 Libraries

The McGill Libraries provide access to *over nine million items*, both in print and electronic formats, and consist of multiple location and units, including 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 our 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 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 escholarship.mcgill.ca, a digital repository, which collects, preserves, and showcases the publications, scholarly works, and theses of McGill University faculty members, researchers, and students.

Friendly staff in each library location 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.

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 location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill University Library, our *network loan* and *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Loans can be picked up at any library location.

10.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across disciplines.

The MWC's core set of credit courses focuses on a number of relevant topics, e.g., academic or scholarly communication, creative writing, digital genres, business communication, and communicating science to broad audiences. In addition to courses, students can also access non-credit programming (e.g., workshops, writing retreats) and individualized writing consults with the Tutorial Service.

The courses in academic, creative, digital, and professional writing may be taken as electives or to fulfil language requirements in some undergraduate degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic advisor before you take courses outside of your faculty, especially if the courses do not form part of your program requirements.

For further information, please visit the MWC website at mcgill.ca/mwc.

10.2.1 McGill Writing Centre Course Information

Undergraduate course offerings can be found at mcgill.ca/mwc/courses/undergraduate.

Graphos graduate course offerings can be found at mcgill.ca/graphos/courses.

Continuing Education (non-credit) course offerings can be found at mcgill.ca/mwc/special-interest-courses.

Course Coordinator Information:

If you have inquiries about courses, please contact the specific course coordinator listed at mcgill.ca/mwc/contact-us.

10.2.2 McGill Writing Centre Tutorial Service

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

10.2.3 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
General Inquiries: mwc@mcgill.ca

Graphos
Website: mcgill.ca/graphos
Inquiries: graphos@mcgill.ca

MWC Tutorial Service
Website: mcgill.ca/mwc/tutorial-service
Inquiries: mwctutorial@mcgill.ca

10.3 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, as well as 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

10.4 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
Montreal QC H3A 0C4
Telephone: 514-398-4086, 514-398-4861
Email: redpath.museum@mcgill.ca
Website: mcgill.ca/redpath

10.5 McCord Stewart Montreal Social History Museum

The McCord Stewart Montreal Social History 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 27,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations objects—the most important of its kind in Quebec, with a corpus of over 16,000 objects from across Canada; and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400,000 photographs of the renowned Notman Photographic Archives—which offers a unique pictorial record of Canada from pre-Confederation to the present.

The museum also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris, along with iconographic documents reflecting the perspectives of Canadians over the past three centuries. A Material Culture collection consisting of more than 62,000 objects primarily documents the history of the domestic material environment in Montreal. The museum's textual archives include some 340 linear metres of documents relating to Canadian history.

Finally, *the museum's website* features award-winning exhibitions, innovative learning resources, and a vast, searchable database of information on the museum's collections. Since the spring 2022, the *McCord Stewart Museum Online Collection platform* allows everyone to browse bilingual descriptions of over 157,000 objects, photographs and archival documents from its collections. The site also features close to 153,000 royalty-free images that may be downloaded in the highest resolution available, free of charge, with no restrictions on their use.

Exhibitions at the McCord Stewart Museum 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 museum offers a range of services including Café Notman and the boutique.

Researchers are welcome by appointment. Please contact the museum's *Archives and Documentation Centre*.

690 Sherbrooke Street West
Telephone: 514-861-6701, ext. 1234
Email: info@mccord-stewart.ca
Website: musee-mccord-stewart.ca

10.6 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

10.7 Other Historical Collections

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

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine 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.

11 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.

11.1 History

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

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

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

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

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

The University now comprises 10 Faculties and 17 Schools. At present, over 40,000 students are taking credit courses; one in four is registered in Graduate Studies.

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

11.2 Incorporated and Affiliated Colleges

11.2.1 Incorporated College

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

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

11.2.2 Affiliated Theological Colleges

The three colleges below 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.

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Montreal Diocesan Theological College

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

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

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8

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

11.3 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 the Senate from amongst its members; two are elected by the full-time administrative and support staff from amongst its members; two are elected by the full-time academic staff; and two are 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. The Chancellor and the President 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 President and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The President is, ex officio, Chair of the 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.

11.4 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.

11.5 Governance: Board of Governors**11.5.1 The Visitor****The Visitor**

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

11.5.2 Board of Governors

Board of Governors

Maryse Bertrand, Ad.E., M.Sc.(RM)

Chair

Deep Saini

President and Vice-Chancellor

John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford),
M.B.A.(Harvard)

Chancellor

11.5.2.1 Members

Members

Bob Babinski; B.A.(McG.)

Arun Bajaj; LL.B.(McG.)

Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.

Gregory David; B.C.L., LL.B.(McG.)

Ariel Deckelbaum; LL.B., B.C.L., B.A.(McG.)

Alan Desnoyers; B.Com.(McG.)

Luciano D'Iorio; SIOR, A.E.O.

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

Celia Greenwood; Ph.D.(McG.)

Joseph Hakim; B.Com.(McG), M.B.A.(C' dia)

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

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

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

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

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

Adrienne Piggott

Diletta Prando

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

Jonathan Sigler; B.S., M.S.

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

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

11.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers ("voice but no vote"):

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

11.6 Governance: Members of Senate

11.6.1 Ex-Officio

Ex-Officio

The Chancellor

The Chair of the Board of Governors

The President and Vice-Chancellor

The Provost, Deputy Provost, and the vice-presidents

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

11.6.2 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

11.7 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

John McCall MacBain	Chancellor
Deep Saini	President and Vice-Chancellor
Véronique Bélanger	Chief of Staff
Christopher Manfredi	Provost and Vice-President (Academic)
Fabrice Labeau	Deputy Provost (Student Life and Learning)
Gillian Nycum	University Registrar and Executive Director of Enrolment Services
TBD	Executive Director of Services for Students
Christopher Buddle	Associate Provost (Teaching and Academic Planning)
Angela Campbell	Associate Provost (Equity and Academic Policies)
Petra Rohrbach	Associate Vice-President (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)
Marc Denoncourt	Chief Information Officer
Edyta Rogowska	Secretary-General
Diana Dutton	Vice-President (Administration and Finance) (<i>Interim</i>)
Diana Dutton	Associate Vice-President (Human Resources)

Administration

Cristiane Tinmouth	Associate Vice-President (Financial Services)
Denis Mondou	Associate Vice-President (Facilities Management and Ancillary Services)
Vacant	Vice-President (Communications and External Relations)
Lesley Fellows	Vice-President (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Jean-Pierre Farmer	Associate Vice-President and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)
Martha Crago	Vice-President (Research and Innovation)
Philippe Gros	Deputy Vice-President (Research and Innovation)
Benoit Boulet	Associate Vice-President (Research and Innovation) (Innovation and Partnerships)
Lara Khoury	Associate Vice-President (Research)
Marc Weinstein	Vice-President (University Advancement)
Jean-François Legault	General Counsel and Director of Legal Services
Pascal Théoret	Executive Director, Internal Audit

11.7.1 Deans, Directors of Schools and Libraries**11.7.1.1 Deans****Deans**

Valérie Orsat	Agricultural and Environmental Sciences
Lisa Shapiro	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Victoria Talwar	Education
Viviane Yargeau	Engineering
Josephine Nalbantoglu	Graduate and Postdoctoral Studies
Robert Leckey	Law
Guylaine Beaudry	Libraries
Yolande E. Chan	Management
Lesley Fellows	Medicine and Health Sciences
Sean Ferguson	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

11.7.1.2 Directors of Schools**Directors of Schools**

David Theodore	Architecture
Alvin Shrier	Biomedical Sciences
Susan Rvachew	Communication Sciences and Disorders
Mathieu Blanchette	Computer Science
Ryan J. Mailloux	Human Nutrition

Directors of Schools

Frederic Fabry
Joan Bartlett
TBA
Anita Gagnon
Laurie Snider
Timothy Evans
Garth W. Green
Nicole Ives
Lisa Bornstein
Christopher Ragan

Environment
Information Studies
Medicine, School of
Nursing
Physical and Occupational Therapy
Population and Global Health
Religious Studies
Social Work
Urban Planning
Public Policy